

# **Enterprise Income Verification (EIV) System User Administration Manual**

**U.S. Department of Housing and Urban Development**

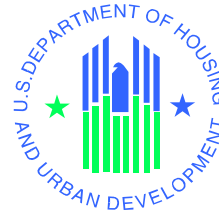
**March 2006**

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## Revision History

Note: **This is an extract from the EIV Operations Manual, portions of which are restricted.**

Version	Date	Comments required	Approvals required
Version 1.0	01/30/03	Initial Draft	
Version 1.1	03/24/03	Build 2 Updates incorporated	
Version 2.0	03/31/03	Build 2 Release	
Version 2.1	05/14/03	Build 2.1 Updates incorporated	
Version 3.0	08/01/03	Build 3 Release	
Version 3.0.1	11/07/03	Build 3 Patch Release	
Version 3.0.3	02/24/04	Build 3.0.3 Patch Release	
Version 3.1	05/18/04	Build 3.1 Release	
Version 3.1	08/06/04	Build 3.1 Release Updates	
Version 3.2	02/03/05	Build 3.2 Release	
Version 4.0	09/16/05	Build 4.0 Release	
Version 5.0	03/10/06	Build 5.0 Release	



## **EIV User Administration Authorization Memorandum**

I have carefully assessed the EIV User Manual. This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_ The document is accepted.

\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_ The document is not accepted.

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We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

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David Sandler  
IT Project Manager

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Date

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Nicole Lawyer  
PIH Program Manager

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Date

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Lanier Hylton  
MF Housing Program Manager

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Date

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# 1 Preface

# 1 Preface

## 1.1 Document Overview

The purpose of this manual is to provide instructions for HUD personnel (Office of Public and Indian Housing and Office and Housing) and HUD business partner personnel responsible for user administration in the Enterprise Income Verification (EIV) application. It details business operational procedures for successfully performing user administration tasks through EIV user interface.

### 1.1.1 How This Manual is organized

Listed below are each of the chapters contained in this manual, along with a brief description of its content:

- **Chapter 1, Preface** – An overview of the document and who should use this manual.
- **Chapter 2, User Maintenance in WASS** – Provides instruction on the how to maintain the user profiles for the Office of Public and Indian Housing (PIH) and Multifamily (MF) Housing program users in WASS before the user can access the EIV online functions.
- **Chapter 3, Public Housing Program User Administration** – Provides instruction on the functions available to Public Housing program User Administrators.
- **Chapter 4, MF Housing Program User Administration** - Provides instruction on the functions available to MF Housing program User Administrators.
- **Appendix A, Abbreviations and Acronyms** – Provides a list of commonly used abbreviations and acronyms.

### 1.1.2 Who Should Use This Manual?

This manual is intended for the following users:

- EIV WASS Coordinator
- Public Housing Program users with User Administration role
- MF Housing Program users with HQ User Administrator (HQA) role defined in WASS
- MF Housing Program users with Help Desk (HDK) role defined in WASS
- MF Housing Program users with Housing Coordinator (HSC) role defined in WASS

Below are the basic responsibilities of these users:

- **EIV WASS Coordinator:** responsible for performing user maintenance, which includes assignment of EIV roles and actions and PHA or contract/project associated to EIV using WASS online functions. The WASS functions available to EIV WASS Coordinator are described in Chapter 2 of this document.
- **PIH User Administrator:** responsible for the assignment of Public Housing program user roles, maintenance of user role expiration date, certification of Public Housing program user roles and other user administration functions available in EIV online as described in Chapter 3 of this document.
- **MF Housing Program HQA, HDK or HSC:** as user administrator, responsible for maintenance of MF user role expiration date as described in Chapter 4 of this document.

If you have other roles or other action codes, you may need to access other documents in EIV library to learn more about them. For more information about the content of the EIV library, refer below to the Related Documentation section of this document.

This manual assumes the resources assigned to these roles have the following knowledge or expertise:

- Working knowledge of Microsoft Windows.
- Operational understanding of PC's.
- Operational understanding of Internet browsers.
- Understanding of basic network concepts.
- Understanding of HUD program terminology, policies, and procedures.

### 1.1.3 Related Documentation

This section provides a list of related documentation. The EIV library includes the following document:

- *EIV User Manual – For Public Housing Program Users* – For Public Housing program users of the EIV wage and income functionality, this manual provides step-by-step instructions. Users should be familiar with PCs, Microsoft Windows, and their browser software.
- *EIV User Manual – For Multifamily Housing Program Users* – For MF Housing program users of the EIV benefit functionality, this manual provides step-by-step instructions. Users should be familiar with PCs, Microsoft Windows, and their browser software.
- *EIV Operations Manual – Security Administration* – For Public Housing program EIV Security Administrators and Office of Housing EIV Security Administrators, this manual provides step-by-step instructions on the security administration available in EIV.
- *WASS User's Manual* – For Coordinator, this manual provides step-by-step instructions on how to perform maintenance of user profile including roles and PHA assignment before the user can access EIV functions



### **1.1.4 Abbreviations and Acronyms**

A glossary of abbreviations and acronyms is included as **Appendix A** of this document.

## 2 User Maintenance in WASS

## 2 WASS User Maintenance

The **WASS User Maintenance** is the first step for an EIV WASS Coordinator in setting up the privileges for EIV users before they can access the EIV online functions.

### 2.1 WASS User Maintenance for PIH External Users

There are two requirements before an EIV User Administrator can assign EIV roles to a PIH External user ID within the jurisdiction of his/her office via EIV online

The requirements are:

- EIV Public Housing program user ID's must be active in PIC User Administration. That means that a Public Housing program user will not be available in EIV User Administration if the WASS ID is not defined in PIC or the user is not currently active in PIC.
- PHA users are assigned the EIV role in WASS and at least one PHA is assigned to that user.

The steps to follow in WASS are

- *User Maintenance Search Option*
- *Maintain User Profiles-Roles*
- *Assign PHA*

### 2.1.1 User Maintenance Search option

1. From the WASS Main Menu, choose the User Maintenance link under System Administration as shown below. It also may be selected from the list on the left navigation panel.

The screenshot displays the WASS Main Menu interface. On the left is a blue sidebar with the 'Secure Systems' logo and a welcome message 'Welcome DAVID'. It contains two main sections: 'system administration' and 'systems'. The 'system administration' section lists 'Business Partners Maintenance', 'PHA Assignment Maintenance', and 'User Maintenance'. The 'systems' section lists various assessment and reporting systems. On the right is the 'Main Menu' area with a header bar containing links for 'housing', 'mail', 'help', and 'search'. Below the header, there are two sections: 'Systems' and 'System Administration'. The 'Systems' section lists various subsystems like EIV, FASPHA, M2M, MASS, MDDR, NASS, PASS, PIC, QASS, RASS, and TASS. The 'System Administration' section lists 'Business Partners Maintenance', 'PHA Assignment Maintenance', and 'User Maintenance'. Two black arrows point to the 'User Maintenance' link in both the left sidebar and the 'System Administration' section.

**Secure Systems**

Welcome DAVID

**system administration**

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

**systems**

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)

**Main Menu** housing | mail | help | search |

**Systems**

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [PIH Information Center \(PIC\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Tenant Assessment Subsystem \(TASS\)](#)

**System Administration**

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

- After selecting the *User Maintenance* link, the screen shown below allows the Coordinator to search for a User ID.

**Secure Systems**

Welcome DAVID

**system administration**

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

**systems**

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)

**System Administration** housing | mail | help | search | home

**User Maintenance**

On this form, you can either add a new User, search for a User by User ID, or search for Users by entering your search criteria.

**Add New User**

To add a new User to Secure Systems, click the 'Add New User' button.

Add New User

**Search by User ID**

To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID

Search for User

- Enter the User ID in the text box and click on **Search for User**. The Maintain User Page is displayed.

### 2.1.2 Maintain User Profiles-Roles

- Choose the function **Maintain User Profile-Roles** from the drop-down list as shown below.

**Secure Systems**

Welcome DAVID

**system administration**

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

**systems**

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting](#)

**System Administration** housing | mail | help | search

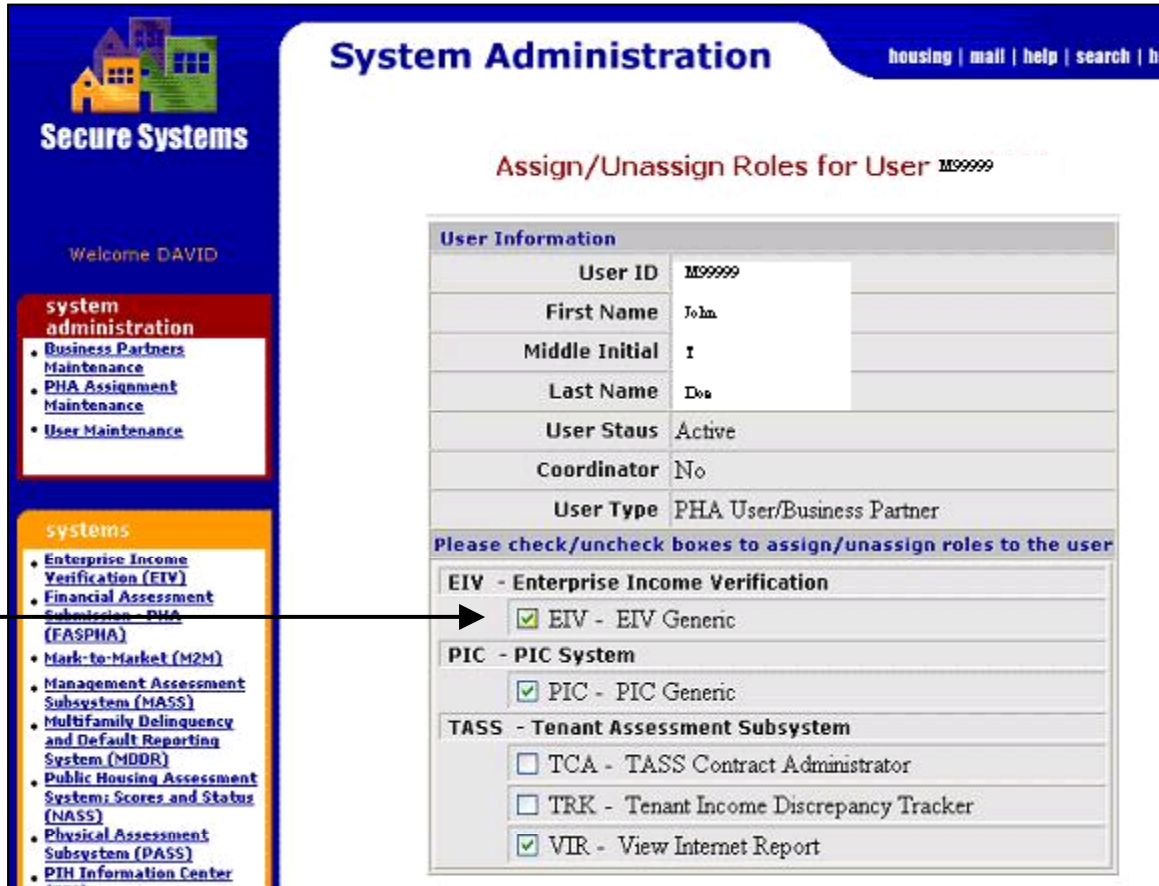
**Maintain User** MQ9999

User Information	
User ID	MQ9999
First Name	JOHN
Middle Initial	I
Last Name	Doe
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner

**Choose a Function**

- Maintain User Information
- Maintain User Profile - Actions
- Maintain User Profile - Groups
- Maintain User Profile - Roles**
- Reset User Password

2. When the Maintain User Profile-Roles function is selected, the **Assign/Unassign Role** page is displayed. Click in the **EIV – EIV Generic** checkbox to assign EIV role to the User ID as shown below.



**Secure Systems**

housing | mail | help | search | h

Welcome DAVID

**system administration**

- Business Partners Maintenance
- PHA Assignment Maintenance
- User Maintenance

**systems**

- Enterprise Income Verification (EIV)
- Financial Assessment Submission - PHA (FASPNA)
- Mark-to-Market (M2M)
- Management Assessment Subsystem (MASS)
- Multifamily Delinquency and Default Reporting System (MDDR)
- Public Housing Assessment System: Scores and Status (NASS)
- Physical Assessment Subsystem (PASS)
- PIH Information Center

**System Administration**

**Assign/Unassign Roles for User M99999**

User Information	
User ID	M99999
First Name	John
Middle Initial	I
Last Name	Doe
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner

Please check/uncheck boxes to assign/unassign roles to the user

**EIV - Enterprise Income Verification**

☒ EIV - EIV Generic

**PIC - PIC System**

☒ PIC - PIC Generic

**TASS - Tenant Assessment Subsystem**

☐ TCA - TASS Contract Administrator

☐ TRK - Tenant Income Discrepancy Tracker

☒ VIR - View Internet Report

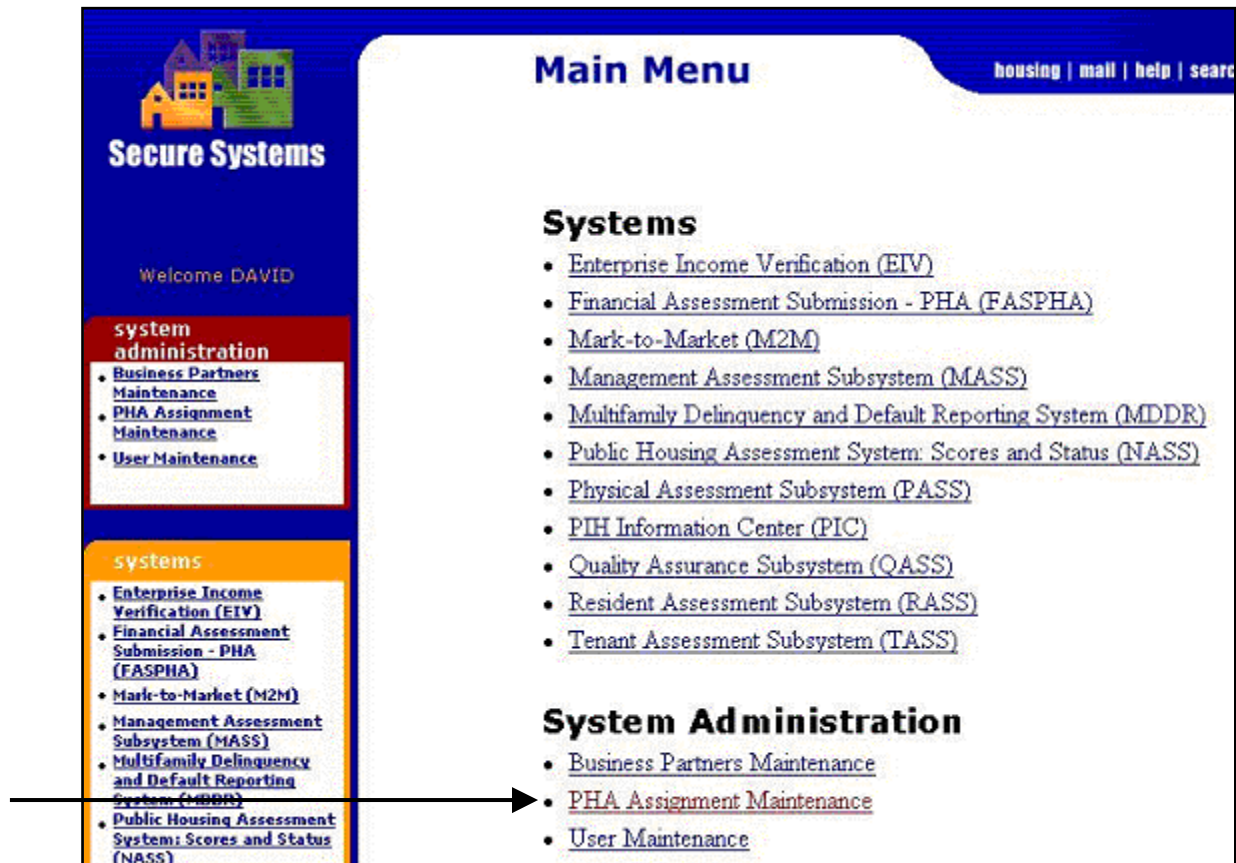
3. Click the **Assign/Unassign Roles** button.
4. Once the EIV role is assigned to a user, go back to WASS Main Menu.

**Note:** For PHA Users, the assignment of the EIV action in WASS, is no longer a required. However, it is required for HUD (Internal) Public Housing program users.

### 2.1.3 Assign PHA

The Coordinator assigns PHA's and applicable roles through the PHA Assignment function available in WASS. To assign PHA to a user, follow these steps:

1. Click on the [PHA Assignment Maintenance](#) link under System Administration as shown below. This is the mechanism that allows the assignment of PHA's to a PHA user. That will make possible the subsequent assignment in EIV User Administration of EIV roles to that WASS ID for the same PHA's.



2. Clicking the PHA Assignment Maintenance link calls up the PHA Assignment Maintenance page. As shown below, please enter the User ID and choose **Assign PHA** from the function drop-down list, and then click the **Submit** button.



**Secure Systems**

Welcome DAVID

**system administration**

- Business Partners Maintenance
- PHA Assignment Maintenance
- User Maintenance

**systems**

- Enterprise Income Verification (EIV)
- Financial Assessment Submission - NUA

**System Administration**

housing | mail | help | search | home

**PHA Assignment Maintenance**

Please enter a User Id:

User ID

Choose a Function:

View or Unassign PHA

For Assign PHA, **Assign PHA** ing:

PHA ID

State

If selected criterion is State, sort by

PHA ID

3. Enter the PHA ID to be assigned to User ID as shown below and click the **Submit** button.

**Secure Systems**

Welcome DAVID

**system administration**

- Business Partners Maintenance
- PHA Assignment Maintenance
- User Maintenance

**systems**

- Enterprise Income Verification (EIV)
- Financial Assessment Submission - NUA

**System Administration**

housing | mail | help | search | home

**PHA Assignment Maintenance**

Please enter a User Id:

User ID

Choose a Function:

Assign PHA

For Assign PHA, provide one of the following:

PHA ID

State

If selected criterion is State, sort by

PHA ID



4. When the **Submit** button is clicked; the **Assign PHA for User** page is displayed. Choose EIV Generic (EIV –EIV) from the list of roles, the PHA to be assigned to a User ID (e.g. GA137) from the list of PHA's and click the **Submit** button as shown below.

**Secure Systems**

housing | mail | help

System Administration

Welcome DAVID

**system administration**

- Business Partners
- Maintenance
- PHA Assignment Maintenance
- User Maintenance

**systems**

- Enterprise Income Verification (EIV)
- Financial Assessment Submission - PHA (FASPHA)
- Mark-to-Market (M2M)
- Management Assessment Subsystem (MASS)
- Multifamily Delinquency and Default Reporting System (MDDR)
- Public Housing Assessment System: Scores and Status (NASS)

**Assign PHA for User** MR9999

**Choose a Role:**

**Role Description (System ID - Role Code)**

- EIV Generic (EIV - EIM)
- PHA Certifier (RASS - PCR)
- PHA Coordinator (NASS - PHC)
- PHA Director (MASS - PHD)
- PHA Submitter (RASS - PSB)

**Choose at least one PHA:**

**PHA ID - PHA Name**

- GA137 - Housing Authority of the City of Hazelhurst

Submit Cancel

5. When the **Submit** button is clicked, a confirmation page is displayed as illustrated below. Click the **Confirm** button to confirm assignment of the PHA.

**Secure Systems**

housing | mail | help | search

System Administration

Welcome DAVID

**system administration**

- Business Partners
- Maintenance
- PHA Assignment Maintenance
- User Maintenance

**systems**

- Enterprise Income Verification (EIV)
- Financial Assessment Submission - PHA (FASPHA)
- Mark-to-Market (M2M)
- Management Assessment

**Assign PHA Confirmation for User** MR9999

**User Information**

User ID	MR9999
First Name	John
Middle Initial	J
Last Name	Do

**PHAs to Assign to User MR8687 for Role EIV.**

PHA ID	PHA Name
GA137	Housing Authority of the City of Hazelhurst

Confirm Cancel

## 2.2 WASS User Maintenance for HUD PIH (Internal) Users

There are 2 requirements before a User Administrator can assign EIV roles to a HUD employee ('H') or HUD contractor ('C') User ID within the jurisdiction of his/her office.

The requirements are:

- EIV User ID's must be active in PIC User Administration.
- The users are assigned the EIV role in WASS.

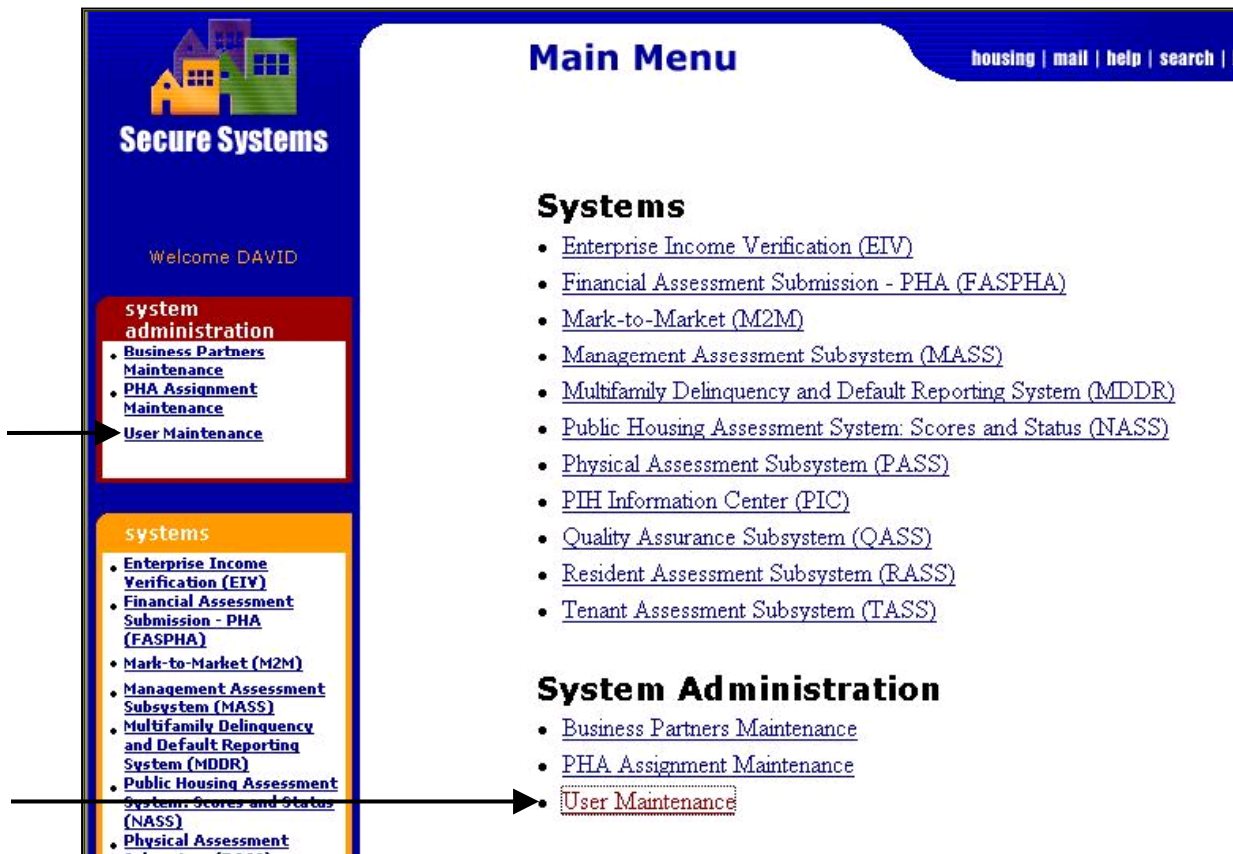
The steps to follow in WASS are

- *User Maintenance Search Option*
- *Maintain User Profiles-Roles*

### 2.2.1 User Maintenance Search option

To search users in WASS, follow these steps:

1. From the WASS Main Menu, choose the User Maintenance link under System Administration as shown below. It also may be selected from the list on the left navigation panel.



2. After selecting the *User Maintenance* link, the screen shown below allows the Coordinator to search for a User ID.

**Secure Systems**

Welcome DAVID

**system administration**

- Business Partners Maintenance
- PHA Assignment Maintenance
- User Maintenance

**systems**

- Enterprise Income Verification (EIV)
- Financial Assessment Submission - PHA (FASPHA)
- Mark-to-Market (M2M)

**System Administration** housing | mail | help | search | home

**User Maintenance**

On this form, you can either add a new User, search for a User by User ID, or search for Users by entering your search criteria.

**Add New User**

To add a new User to Secure Systems, click the 'Add New User' button.

**Search by User ID**

To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID

3. Enter the User ID in the text box and click on **Search for User**. The Maintain User Page is displayed.

**Secure Systems**

Welcome INDRA NIL

**system administration**

- Business Partners Maintenance
- PHA Assignment Maintenance
- User Maintenance

**systems**

- Enterprise Income Verification (EIV)
- Financial Assessment Submission - PHA (FASPHA)
- Mark-to-Market (M2M)
- Management Assessment Subsystem (MASS)
- MultiFamily Delinquency and Default Reporting System (MDDR)
- Public Housing Assessment System: Scores and Status (NASS)
- Physical Assessment Subsystem (PASS)
- PIH Information Center

**System Administration** housing | mail | help | search | home | logout

**Maintain User C07753**

**User Information**

User ID	H099999
First Name	May
Middle Initial	C
Last Name	Flow
User Status	Flow
User Type	Internal Internet

**Choose a Function**

Maintain User Information

## 2.2.2 Maintain User Profiles-Roles

1. Choose the function Maintain User Profile-Roles from the drop-down list as shown below.

**System Administration** housing | mail | help | search | home | logout

**Maintain User** H09999

User Information	
User ID	H09999
First Name	Mary
Middle Initial	
Last Name	Flow
User Status	Active
User Type	Internal Internet

**Choose a Function**

- Maintain User Profile - Roles (selected)
- Maintain User Information
- Maintain User Profile - Actions
- Maintain User Profile - Groups
- Maintain User Profile - Roles
- Reset User Password

2. When the Maintain User Profile-Roles function is selected, the **Assign/Unassign Role** page is displayed. Click in the **IIV – EIV Access** checkbox to assign EIV role to the User ID as shown below.

**Assign/Unassign Roles for User HEIV03**

User Information	
User ID	HEIV03
First Name	First - HEIV03
Middle Initial	
Last Name	Last - EIV
User Status	Active
User Type	Internal Internet

**Please check/uncheck boxes to assign/unassign roles to the user**

EIV - Enterprise Income Verification	
<input checked="" type="checkbox"/>	IIV - Internal EIV Users Access

Assign/Unassign Roles Cancel

3. Click the **Assign/Unassign Roles** button.

## 2.3 WASS User Maintenance for MF Housing program users

For MF Housing program users to be added into WASS, first an EIV WASS Coordinator must be set up for the respective contract or property. Once the coordinator has been set up, he/she will assign EIV Role for MF Housing program users. Outlined below is how it is done.

- *Setting up of EIV WASS Coordinators*
- *Setting up EIV Role for MF Housing program users in WASS*

### 2.3.1 Setting up of EIV WASS Coordinators


The individual requesting the role of an EIV WASS Coordinator in WASS would first get the owner to grant them general WASS coordinator rights and then as a separate step grant them EIV WASS Coordinator rights. Outlined below are the steps in which this is achieved.

- *Seek Authorization as an EIV WASS Coordinator*
- *Assign EIV WASS Coordinator role for contract or property*

#### 2.3.1.1 Seek Authorization as an EIV WASS Coordinator

If proper documentation is on hand, Multi-family (MF) Helpdesk personnel may assign the EIV WASS Coordinator access to users who want to be an EIV WASS Coordinator. MF Helpdesk personnel assign the EIV WASS Coordinator access to users who want to be an EIV WASS Coordinator, after the User has coordinator action granted in secure systems in WASS. (After establishing a relationship with a particular contract/properties/participants.)

If the user does not already have a coordinator role, that may be obtained by registering as a coordinator in Secure System. The User needs to navigate to the Coordinator registration page – **Multifamily Coordinator and User registration** – in the secure system registration screen and then select the Radio Button option for the Coordinator role and fill in the details required to complete the registration.



## Secure Systems Registration

### MULTIFAMILY Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

*Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.*

<b>Application Type</b>	Coordinator <input checked="" type="radio"/>	User <input type="radio"/>
-------------------------	--	----------------------------

First Name:	<input style="width: 90%;" type="text"/>
Middle Initial:	<input style="width: 90%;" type="text"/>
Last Name:	<input style="width: 90%;" type="text"/>
Social Security Number:	<input style="width: 90%;" type="text"/>

**Organization Information:**

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:	<input style="width: 95%;" type="text"/>
TIN/SSN:	<input style="width: 95%;" type="text"/>
Organization <input type="radio"/> Individual <input type="radio"/>	

**Provide your e-mail address.**

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:	<input style="width: 95%;" type="text"/>
-----------------	--

**Choose a Password.**

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:	<input style="width: 95%;" type="password"/>
Re-enter Password for Verification:	<input style="width: 95%;" type="password"/>

**Mother's Maiden Name.**

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:	<input style="width: 95%;" type="text"/>
-----------------------	--

Content updated April 7, 2006

After filling in the application click on **Send Application** button. The request will be processed in WASS and then be sent to the Owner for approval.

### 2.3.1.2 Assign EIV WASS Coordinator role for contract(s) or property

To get a coordinator access for a user who is already a coordinator for another subsystem in WASS, the user needs to have submitted the required signed form and submitted it to MF Helpdesk. The required form is the MF Housing EIV WASS Coordinator Authorization form, which is available through the MF Housing Helpdesk or which may be found on the web at:

**<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>**.

The newly assigned EIV WASS Coordinators will be able to do any coordinator actions only for those contracts or properties for which the owner of the property or contract has previously granted access. The fact that a user has been given access to a contract or property does not give them rights in EIV. That assignment must be separately granted in writing by the owner and assigned by the MF Housing Help Desk Administrator. MF Helpdesk personnel assign the EIV WASS Coordinator access to users who want to be an EIV WASS Coordinator, after the User has Coordinator action granted in secured systems in WASS. (After establishing a relationship with a particular contract/properties/participants, the MF Housing Helpdesk will also assign the HSC (EIV Housing coordinator role) to these external coordinators. This role (HSC) will allow the user to see the functionality within EIV for the housing coordinators.

The EIV WASS Coordinators will have the following rights:

1. Assign EIV roles in their portfolio to users. EIV WASS Coordinators will be expected to have a signed copy of the MF Housing User Authorization form. Compliance with this requirement will be subject to audit verification. A copy of this form may be found at may be found on the web at:

**<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>**

2. Assign coordinator access to other users.

### 2.3.2 Setting up EIV Role for MF Housing program users in WASS

Assignment of EIV Role for MF Housing program users in WASS is outlined below.

- *Assign EIV Office of housing roles to the EIV Users*
- *Perform the contract assignment to the user*

#### 2.3.2.1 Assign EIV Office of housing roles to the EIV Users

The EIV WASS Coordinator should click on **User Maintenance** link on the **System Administration** page in the navigation panel to the left.





**Secure Systems**

Welcome First - HWASS0

**system administration**

- Assistance Contract
- Assignment Maintenance
- Assistance Contract Assignments Report
- Business Partners Maintenance
- Extra Coordinators Report
- Monthly Activity Report
- PHA Assignment Maintenance
- Property Assignment Maintenance
- Property Assignments Report
- RAP Organization Assignment Maintenance
- TAC Report
- Terminate Inactive Users
- User Activity Report
- User Maintenance

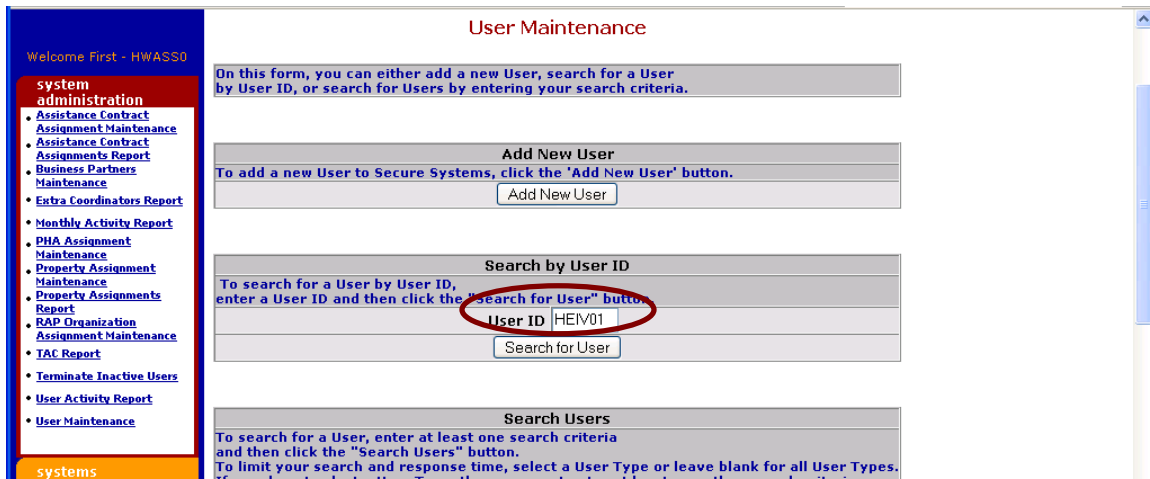
**Main Menu**

housing | mail | help | search | home | logout

**Systems**

- Active Partners Performance System (APPS)
- Financial Assessment Submission - PHA (FASPHA)
- Financial Assessment Subsystem - Multifamily Housing (FASS)
- Lender Assessment Subsystem (LASS)
- Line of Credit Control System (eLOCCS)
- Mark-to-Market (M2M)
- Management Assessment Subsystem (MASS)
- Multifamily Delinquency and Default Reporting System (MDDR)
- Multifamily Insurance Claims System (MFCS)
- Public Housing Assessment System: Scores and Status (NASS)
- Physical Assessment Subsystem (PASS)
- Quality Assurance Subsystem (QASS)
- Resident Assessment Subsystem (RASS)
- Real Estate Management System (REMS)

Enter the **User Id** to Search for the User



**User Maintenance**

Welcome First - HWASS0

**system administration**

- Assistance Contract
- Assignment Maintenance
- Assistance Contract Assignments Report
- Business Partners Maintenance
- Extra Coordinators Report
- Monthly Activity Report
- PHA Assignment Maintenance
- Property Assignment Maintenance
- Property Assignments Report
- RAP Organization Assignment Maintenance
- TAC Report
- Terminate Inactive Users
- User Activity Report
- User Maintenance

On this form, you can either add a new User, search for a User by User ID, or search for Users by entering your search criteria.

**Add New User**

To add a new User to Secure Systems, click the 'Add New User' button.

Add New User

**Search by User ID**

To search for a User by User ID, enter a User ID and then click the 'Search for User' button.

User ID: HEIV01

Search for User

**Search Users**

To search for a User, enter at least one search criteria and then click the "Search Users" button.

To limit your search and response time, select a User Type or leave blank for all User Types.

In the Maintain User Screen Choose the **function Maintain User Profiles –actions** function and click **Submit** button.



The screenshot displays the 'System Administration' interface. On the left is a sidebar with a 'Secure Systems' logo and a 'system administration' menu. The main content area is titled 'Maintain User HWASS0' and contains a 'User Information' table and a 'Choose a Function' dropdown menu.

**System Administration** | housing | mail | help | search | home | logout

Welcome First - HWASS0

**system administration**

- Assistance Contract Assignment Maintenance
- Assistance Contract Assignments Report
- Business Partners Maintenance
- Extra Coordinators Report
- Monthly Activity Report
- PHA Assignment Maintenance
- Property Assignment Maintenance
- Property Assignments Report
- RAP Organization Assignment Maintenance
- TAC Report
- Terminate Inactive Users
- User Activity Report
- **User Maintenance**

**User Information**

User ID	HWASS0
First Name	First - HWASS0
Middle Initial	
Last Name	Last - WASS
User Status	Active
User Type	Internal Internet

**Choose a Function**

Assistance Contract Assignment Maintenance ▼

- Assistance Contract Assignment Maintenance
- Maintain User Information
- Maintain User Profile - Actions**
- Maintain User Profile - Groups
- Maintain User Profile - Roles
- Property Assignment Maintenance
- Reset User Password

Done | test.wass.hud.gov:9090

From the **Assign/ Unassign roles to Users** screen select the role for **EIV** subsystem for the selected user.

**Property Assignment Maintenance**  
**RAP Organization Assignment Maintenance**  
**Terminate Inactive Users**  
**User Maintenance**

**systems**

- Active Partners Performance System (APPS)
- Enterprise Income Verification (EIV)
- Financial Assessment Subsystem (FASSUB)
- Lender Assessment Subsystem (LASS)
- Line of Credit Control System (LCCS)
- Mark-to-Market (M2M)
- Physical Assessment Subsystem (PASS)
- Real Estate Management System (REMS)
- Tenant Assessment Subsystem (TASS) [UNAVAILABLE]
- Voucher Management System (VMS) [UNAVAILABLE]

**User M00404**

Coordinator: No

User Type: PHA User/Business Partner

Please check/uncheck boxes to assign/unassign roles to the user

**APPS - Active Partners Performance System**

- ☐ AUP - APPS Update
- ☐ IRO - Industry Read Only

**EIV - Enterprise Income Verification**

- ☐ EIV - EIV Generic
- ☐ HCA - Contract Administrator
- ☐ HSC - Housing Coordinator
- ☐ HSU - Non-HUD User

**FASSUB - Financial Assessment Subsystem Submission**

- ☐ CPC - CPA Certifier
- ☐ SUB - AFS Submitter

**LOCCS - Line of Credit Control System**

- ☐ ADM - Administration
- ☐ QRY - Query
- ☐ REQ - Requisition
- ☐ YES - Year End Settlement

**M2M - Mark-to-Market**

EIV Roles in WASS for MF Housing program users.

The resulting page will provide the confirmation of action performed from the previous screen.

**Secure Systems**

Welcome FIRST - M00402

**system administration**

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Participant Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- RAP Organization Assignment Maintenance
- Terminate Inactive Users
- User Maintenance

**systems**

- Active Partners Performance System (APPS)
- Enterprise Income Verification (EIV)

**System Administration** mail | help | search | home | logout

Assign/Unassign Role Confirmation for User M00404

System Code	Role Code	Role Description
EIV	HCA	Contract Administrator

No roles were selected to unassign.

Confirm Cancel

### 2.3.2.2 Contract assignment to the user

The following are the steps required to perform the contract assignment to the EIV MF Housing program users.

For assigning the contract to the user, navigate the **Assistance Contract assignment Maintenance** screen as shown below.

**System Administration** mail | help | search | home | logout

**Secure Systems**

Welcome FIRST - M00402

**system administration**

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Participant Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- RAP Organization Assignment Maintenance
- Terminate Inactive Users
- User Maintenance

**systems**

- Active Partners Performance System (APPS)
- Enterprise Income Verification (EIV)

**Assistance Contract Assignment Maintenance**

Please enter a User Id:

User ID: M00402

Enter a Function.

Assign Contract

For Assign Contract, one of the following criteria must be provided.

Property ID

(or) Contract #

(or) CAID

Submit

NH901 - Trad  
NH800 - PBCA

Enter the User ID and select any of the Criteria. Select from **Property ID (or) Contract ID or CAID** to which the user needs to get the assignments and click on **Submit** button.

In the Assign Contract Screen, select the **Role** that is assigned to the user and the **Contract number Property name** from the list provided and click on **Submit** button,

**System Administration** mail | help | search | home | logout

**Secure Systems**

Welcome FIRST - M00402

**system administration**

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Participant Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- RAP Organization Assignment Maintenance
- Terminate Inactive Users
- User Maintenance

**systems**

- Active Partners Performance System (APPS)
- Enterprise Income Verification (EIV)
- Financial Assessment Subsystem - Multifamily Housing (FASUB)
- Lender Assessment Subsystem (LASS)
- Line of Credit Control System (LOCCS)
- Mark-to-Market (M2M)

**Assign Contract**

- A Pre-RFP Role can be assigned only to a Pre-RFP Contract
- A Post-RFP Role can be assigned only to a Post-RFP Contract
- A Role marked as "Both" can be assigned to either a Pre-RFP or a Post-RFP Contract

Assign contract(s) to User(M00404)

Select a role for contract assignment

Code Description (Pre/Post/Both)

Roles

HCA Contract Administrator (Both)

TCA TASS Contract Administrator (Both)

Select contract(s) to assign

Contract Number Property Name (Pre/Post)

Contracts

NH360001002 BRIAR PIPE APARTMENTS (Post)

NH360002001 Pratt Homes (Post)

NH360002002 VILLAGE GATE (Post)

NH360006002 Derry Meadows (Post)

NH360013007 Coliseum Seniors Residence (Post)

NH360014008 St. Regis House (Post)

NH360015007 KEEFE HOUSE (Post)

NH360016001 PRESERVATION PARK (Post)

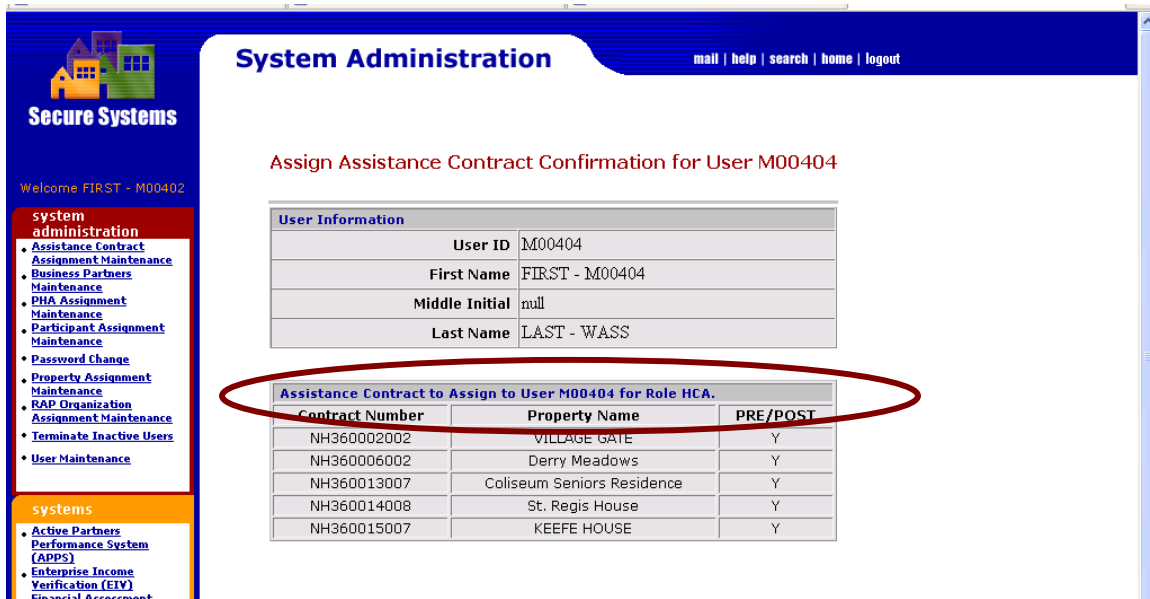
NH360658201 Carpenter Center (Post)

NH361440201 EARL M. BOURDON CENTER (Post)

NH362454201 GREENVILLE FALLS (Post)

NH368023005 Portsmouth Apartments (Post)

EIV WASS Coordinator can only provide contract assignment to the user with EIV role, which is assigned to the user. The confirmation of the assignment is displayed in the resulting screen as shown below.



**Secure Systems**

Welcome FIRST - M00402

**system administration**

- [Assistance Contract Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [RAP Organization Assignment Maintenance](#)
- [Terminate Inactive Users](#)
- [User Maintenance](#)

**systems**

- [Active Partners Performance System \(APPS\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment](#)

**System Administration** mail | help | search | home | logout

Assign Assistance Contract Confirmation for User M00404

User Information	
User ID	M00404
First Name	FIRST - M00404
Middle Initial	null
Last Name	LAST - WASS

Assistance Contract to Assign to User M00404 for Role HCA.		
Contract Number	Property Name	PRE/POST
NH360002002	VILLAGE GATE	Y
NH360006002	Derry Meadows	Y
NH360013007	Coliseum Seniors Residence	Y
NH360014008	St. Regis House	Y
NH360015007	KEEFE HOUSE	Y

Above screen describes the Contracts information to which the user with specified role has been assigned in WASS for EIV.

### 3. Public Housing Program User Administration

## 3 Public Housing program User Administration

This section covers the functions available for Public Housing program User Administrator.

### 3.1 Role Assignment in EIV User Administration

EIV uses a role-based authorization scheme to grant Public Housing program user access to EIV content and functionality. The system offers a variety of pre-defined roles at each security level.

To access the User Administration function in EIV, the user needs to have the User Administrator role assigned within the user's security level.

There are pre-defined set of functions and permissions associated with each role. In order to access EIV system content and functionality, each Public Housing program user must have at least one role assigned to his/her ID. The use of the **By Roles** option within the EIV User Administration module is one of two ways in which roles may be assigned to a user's WASS ID. The other is through the use of the **By Users** option.

### 3.2 Search for User Information

There are two methods for searching for user information in EIV:

The **By Roles** option allows you to first locate a particular role, and then add or remove users from the role. Access available roles by clicking the [By Roles](#) link appearing under the User Administration heading on the EIV (left-side) Navigation Panel.

The **By Users** option enables the User Administrator to select a security level from which to pick individual user IDs for possible assignment or removal of one of more roles [individually or for a group at the same security level](#). Access available users by clicking the [By Users](#) link appearing under the User Administration heading on the EIV (left-side) Navigation Panel.

## 3.2.1 Search Methods

### 3.2.1.1 By Roles

Select the By Roles link on the EIV navigation panel available for Public Housing program users when you want to locate the users associated with a particular security level and role. When selected, this option opens the **Security Levels List** page. This page provides all the tools needed to help you quickly and easily select a security level, add, view/remove and download user list.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration >> By Roles

Security Level: HQ - HUD Headquarters		
Actions	Role	Users
	HQ Occupancy	31
	HQ Security Admin	20
	HQ Senior Mgt	5
	HQ System Admin	1
	HQ User Admin	13

Security Level: HUB - Hub		
Actions	Role	Users
	Hub Occupancy Specialist	68
	Hub Security Admin	10
	Hub User Admin	20


Security Level: FO - Field Office		
Actions	Role	Users
	FO Occupancy Specialist	20

Associated to each role record are the tools needed to manage user administration activities. The following tools accompany each record:

Icon	Description
	<b>Add User</b> tool – Select this tool when you want to add a user to the specified role. When selected, this tool launches the <b>By Roles</b> page. This page allows you to construct a search query that will locate the user you want to add to the role. Once located, the user ID can be assigned the role.
	<b>View/Remove Users</b> tool – Select this tool when you want to view a list of the users associated with the specified role. When selected, this tool launches the <b>User List</b> page. This page allows you to view and update user role information and remove user IDs that are assigned a role.

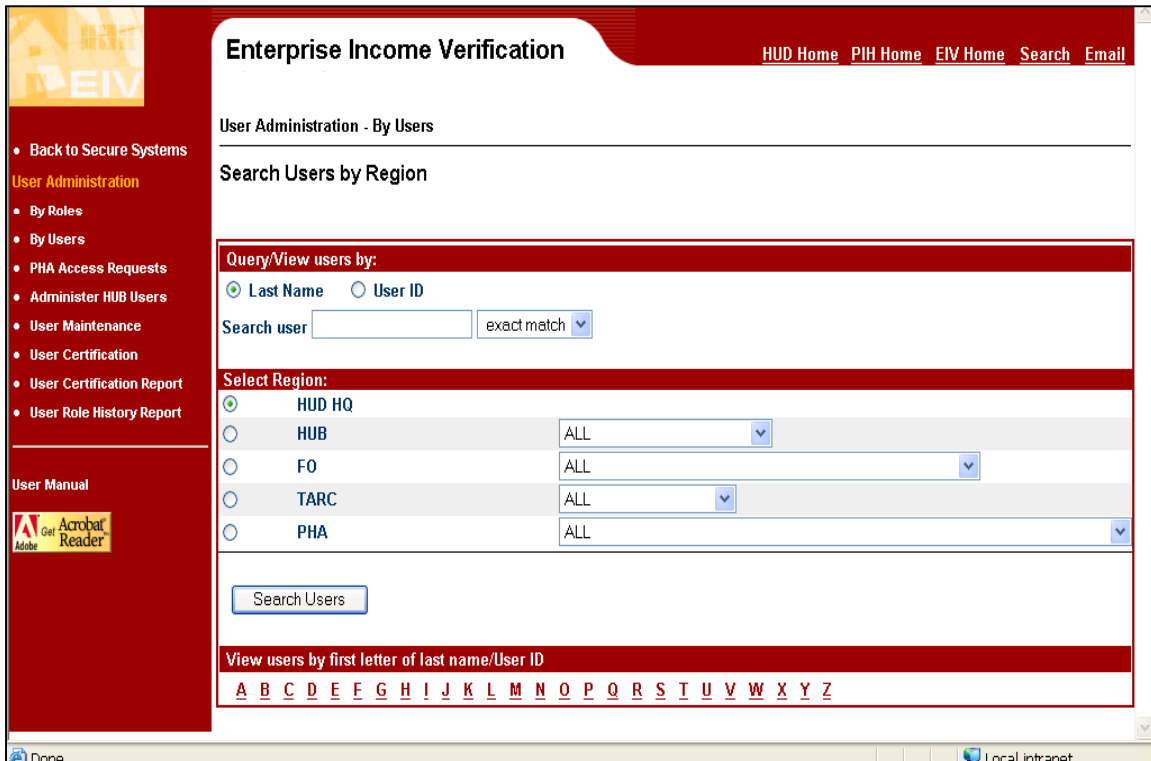


**Download Excel Report** tool – Select this tool when you want to download the list of users with any role into Microsoft Excel. When selected, this tool opens a 'File Download' dialog box, which allows the user to 'Open' or 'Save' the report containing the list of User IDs with the selected Role.

Start the search process by first selecting the appropriate security level. Once you have made a selection, use the **View/Remove Users** tool (magnifying glass ) appearing adjacent to the role record for which you wish to view user profile information. Once the user clicks on the magnifying glass icon, the results appear on a search results page. Once the search criteria, the Search Result page is displayed. Refer to Section 3.2.2 for description of the **Search Result**.

### 3.2.1.2 By Users

Select the By Users link on the EIV navigation panel available for Public Housing program users when you want to locate a particular user or group of users. The **By Users** page as shown below provides different ways to quickly and easily locates user profile information.



**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration - By Users

Search Users by Region

Query/View users by:

☒ Last Name ☐ User ID

Search user  exact match

Select Region:

☒ HUD HQ ☐ HUB

☐ FO

☐ TARC

☐ PHA

View users by first letter of last name/User ID

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

On this page, you will find the following search components:

- Last Name/User ID Query



- Alphabetical List Query

The search is performed based on combination of the search components, i.e., Region Query and either Last Name/User ID Query or Alphabetical List Query. Described below are the different query options.

### 3.2.1.2.1 Last Name/User ID Query

Use this component when you want to construct a query that searches for user profile information using either a **Last Name** or a **User ID** as shown on the screen below.

The first portion of the search is the **Query/View users by**. There is a radio button for each search option. By default, the **Last Name** option is active when the page is launched. Click the radio button adjacent to a search option to select it. The selected search option works in combination with that defined by the Region Query portion of the page.

Once you have selected a search option, use the textbox adjacent to the **Search User** textbox to specify your search criteria. Enter a complete or partial last name/user ID, and then select one of the following wildcard search options:

- **exact match** – Search results must match the specified text, exactly. Use this option when you want to target a specific name. By default, this option is active when the page is launched.
- **begins with** – Search results include all the last names/user IDs beginning with the specified letters. Use this option when you want the search results to include a list of names/IDs beginning with certain characters.

The second portion of the search screen is the **Select Region**. Use this portion to construct a query that limits the search to a specific region of the HUD organization. You will find the option useful when you want to apply the same role changes to a group of users in one or all of the entities associated with a particular region. For example, change the role responsibilities for all the users in a particular PHA, or a group of users in all of the PHA's.

There is a radio button for each regional option. By default, the **HUD HQ** option is selected when the page is launched. Your search is limited to one region option at a time. Where applicable, a selection list accompanies a regional option. The selection list allows you to designate which entity (within the region) you wish to include in the search. You can select one, or all of the available entities. By default, the **All** option is selected when the page is launched.

Click the **Arrow** adjacent to the textbox associated with a region to view a list of entities in that region. Entity options are listed in order, according to name. Numeric names appear first, followed by those that are a combination of numbers and letters. Highlight an option to select it. Once selected, the entity name appears in the textbox adjacent to the region option.

Region selection works in combination with the search option specified in the Last Name/User ID Query portion of the page.

For users with **more than one PHA assignment**, select the Last Name or User ID radio button, enter the Last Name or User ID depending on the option selected and choose the PHA radio button with ALL option as indicated below.

**Query/View users by:**

☐ Last Name ☒ \*User ID

Search user:  begins with ▼

**Select Region:**

<input type="radio"/> HUD HQ	
<input type="radio"/> HUB	ALL ▼
<input type="radio"/> FO	ALL ▼
<input type="radio"/> TARC	ALL ▼
<input checked="" type="radio"/> PHA	ALL ▼

### 3.2.1.2.2 Alphabetical List Query

Use this component of the **Search Users by Region** page as shown on the screen below when you want to construct a query that limits the search to either the user's last name or ID for those that begin with a specific letter of the alphabet.

**View users by first letter of last name/User ID**

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

This component of the form may be used in combination with Select Region Query components to narrow your search. For example, search for those users whose user ID begins with (**T**), within a specified entity of a designated region.

You can view an alphabetical listing of either user names or user IDs by selecting the appropriate letter of the alphabet. Located at the bottom of the **Search Users by Region** page you will find the letters of the alphabet, represented as hypertext links. Click a letter to display a list of users whose last name or user ID begins with the selected letter.

You can view user information, by either a last name or user ID. At the top of the page, there is a radio button for each viewing option. By default, the **Last Name** option is active when the page is launched. Click the radio button adjacent to the desired search option.

Once the search criteria, the Search Result page is displayed. Refer to Section 3.2.2 for description of the **Search Result**.

## 3.2.2 Search Results

### 3.2.2.1 By Roles

The results of a search **By Role** appears on the **Users by Role List** page as shown below.

The screenshot displays the 'Enterprise Income Verification' web application. The left sidebar contains navigation links for 'Back to Secure Systems', 'Program Office Selection', 'User Administration', 'Audit Reports', and 'User Manual'. The main content area shows the 'User Administration >> By Roles >> User List' path. Below this, it states 'Users Currently in PHA: PHA Occupancy - Voucher'. A table of users is displayed, with columns for Action, User ID, First Name, Last Name, PHA, and Current Status. The table shows 10 users, with a 'Remove' button and pagination controls (1-50 of 6774 Users, Last Page) above it.

Action	User ID	First Name	Last Name	PHA	Current S
<input type="checkbox"/>	I10582	Sarah	Segerlind	MI058 Lansing Housing Commission	Certified
<input type="checkbox"/>	I14533	Lisa	Hall	WA064 Wenatchee	Approved
<input type="checkbox"/>	I16843	Erminia	Garnica	AZ001 Phoenix HD	Certified
<input type="checkbox"/>	I19434	Vicki	Bice	CA084 MENDOCINO COUNTY	Approved
<input type="checkbox"/>	MD0265	Brenda	Roberts	MD002 Baltimore City Housing Authority	Approved
<input type="checkbox"/>	MD0266	Andrew	Steeble	MD002 Baltimore City Housing Authority	Approved
<input type="checkbox"/>	MD0267	Theresa	Cozart	MD002 Baltimore City Housing Authority	Approved
<input type="checkbox"/>	MD0268	Anita	Stockett	NY005 New York City HA	Approved
<input type="checkbox"/>	MD0331	SS0331	LAST - EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	MD0331	SS0331	LAST - EIV	TX004 Fort Worth	Approved

The search results are also stored in a **User List** table. The table includes a record for the Security Level and role selected. The records displayed are initially sequenced by User ID.

For Public Housing program users with **Multi-PHA assignment**, the search results page appears as shown below.

2 user(s) successfully removed from PHA:PHA OCCUPANCY - PUBLIC HOUSING

Users Currently in PHA: PHA OCCUPANCY - PUBLIC HOUSING

1 2 3 4 5 6 7 8 9 10 Next Group +

1 - 50 of 7725 Users Last Page

Remove

Action	User ID	First Name	Last Name	PHA	Current Status
<input type="checkbox"/>	M00331	SSO331	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00331	SSO331	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00333	SSO333	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	OH001 Columbus MHA	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	IL002 Chicago Housing Authority	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SSO336	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SSO336	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00337	SSO337	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00337	SSO337	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00338	SSO338	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00339	SSO339	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00340	SSO340	EIV	TX004 Fort Worth	Approved

Done Local intranet

Matching your search criteria, records are sequenced based on the option selected in the Last Name/User ID Query portion of the search page. For example, if the **User ID** option is selected, records are sorted alphabetically, according to user ID.

### 3.2.2.2 By Users

The results of the search **By Users** (done through Last Name/User ID Query, Region Query or Alphabetical List Query) appears on the **Search Results** page as shown below.

The screenshot shows the 'Enterprise Income Verification' interface. The left sidebar contains navigation links such as 'Back to Secure Systems', 'Program Office Selection', 'User Administration', 'By Roles', 'By Users', 'PHA Access Requests', 'Administer HUB Users', 'User Maintenance', 'User Certification', 'User Certification Report', 'User Role History Report', 'By User', 'By User Administrator', 'Audit Reports', and 'PHA Usage Report'. The main content area is titled 'Enterprise Income Verification' and includes links for 'HUD Home', 'PIH Home', 'EIV Home', 'Search', and 'Email'. Below the title, it shows the breadcrumb 'User Administration >> By Users >> Search Results'. There are buttons for 'Select All', 'Deselect All', 'Next >>', and '<< Back'. A pagination bar shows '1 2 3 4 5 6 7 8 9 10 Next Group' and '1 - 50 of 11091 Users Last Page'. A table titled 'User List' displays the following data:

Action	Userid	First Name	Last Name	Code
<input type="checkbox"/> 🔍	M00264	Lachone	Holley	MD002 Baltimore City Housing Authority
<input type="checkbox"/> 🔍	M00265	Brenda	Roberts	MD002 Baltimore City Housing Authority
<input type="checkbox"/> 🔍	M00266	Andrew	Steeble	MD002 Baltimore City Housing Authority
<input type="checkbox"/> 🔍	M00267	Theresa	Cozart	MD002 Baltimore City Housing Authority
<input type="checkbox"/> 🔍	M00268	Anita	Stockett	NY005 New York City HA
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	FL001 Jacksonville
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	IL002 Chicago Housing Authority
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	NY110 New York City Dept of Housing Preservation & Dev.
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	OH001 Columbus MHA
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	TX004 Fort Worth
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	IL002 Chicago Housing Authority

The bottom of the screen shows a taskbar with 'Done' and 'Local intranet'.

### 3.2.2.3 Search Results Sort Capability

For both By Roles and By Users, sort capabilities are provided in the Search Result page by ascending or descending order of User ID, First Name, Last Name and Code (Division Code, HUB, Field Office, PHA). Use the **Sort Icons** (triangle) as shown on the screen appearing with the column to change the order in which information appears. Clicking the top triangle sorts the data so that it appears in ascending order, while clicking the bottom triangle sorts the data so that it appears in descending order.

The sort applies to the entire search results table, instead of sorting just on the records displayed on the page.

Sort Icons

2 user(s) successfully removed from PHA:PHA OCCUPANCY - PUBLIC HOUSING

Users Currently in PHA:PHA OCCUPANCY - PUBLIC HOUSING

1 2 3 4 5 6 7 8 9 10 Next Group  
1 - 50 of 7725 Users Last Page

Remove

Action	User ID	First Name	Last Name	PHA	Current Status
<input type="checkbox"/>	M00331	SSO331	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00331	SSO331	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00333	SSO333	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	OH001 Columbus MHA	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	IL002 Chicago Housing Authority	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SSO336	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SSO336	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00337	SSO337	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00337	SSO337	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00338	SSO338	EIV	FL001 Jacksonville	Approved

### 3.2.2.4 Search Results Pagination

The search results are displayed in groups of 50. If the search retrieves more than 50 users, the search results are divided into group of 10 pages with each page containing 50 users. The links to the 10 pages, 'Next Group' and 'Last page' are provided on this page to navigate to different pages and to next group of 10 pages or the last page.

Pagination

2 user(s) successfully removed from PHA:PHA OCCUPANCY - PUBLIC HOUSING

Users Currently in PHA:PHA OCCUPANCY - PUBLIC HOUSING

1 2 3 4 5 6 7 8 9 10 Next Group  
1 - 50 of 7725 Users Last Page

Remove

Action	User ID	First Name	Last Name	PHA	Current Status
<input type="checkbox"/>	M00331	SSO331	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00331	SSO331	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00333	SSO333	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	OH001 Columbus MHA	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	IL002 Chicago Housing Authority	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SSO336	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SSO336	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00337	SSO337	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00337	SSO337	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00338	SSO338	EIV	FL001 Jacksonville	Approved

### 3.3 User Administration

Use the information in this section to help you carry out your user administration activities. It includes the following step-by-step instructions:

- *Assign a role to a User*
- *Assign Development(s) to a User Profile*
- *Remove a Role from a User's Profile*

#### 3.3.1 User Administration – Individual User

##### 3.3.1.1 Assign a role to a User

When seeking to assign or remove a role to a user, you may search using either the **By Users** or **By Roles** as described in Section 3.2.1.

Search results By Users and By Roles are described in Section 3.2.2.

Sample search result pages are shown below:

##### Search Results – By Users

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration >> **By Users** >> Search Results

Select All Deselect All Next >>

<< Back

1 2 3 4 5 6 7 8 9 10 Next Group +

1 - 50 of 11091 Users Last Page

Action	Userid	First Name	Last Name	Code
<input type="checkbox"/> 🔍	M00264	Lachone	Holley	MD002 Baltimore City Housing Authority
<input type="checkbox"/> 🔍	M00265	Brenda	Roberts	MD002 Baltimore City Housing Authority
<input type="checkbox"/> 🔍	M00266	Andrew	Steeble	MD002 Baltimore City Housing Authority
<input type="checkbox"/> 🔍	M00267	Theresa	Cozart	MD002 Baltimore City Housing Authority
<input type="checkbox"/> 🔍	M00268	Anita	Stockett	NY005 New York City HA
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	FL001 Jacksonville
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	IL002 Chicago Housing Authority
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	NY110 New York City Dept of Housing Preservation & Dev.
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	OH001 Columbus MHA
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	TX004 Fort Worth
<input type="checkbox"/> 🔍	M00331	SS0331	LAST - EIV	IL002 Chicago Housing Authority

Done Local intranet

## Search Results – By Roles

2 user(s) successfully removed from PHA:PHA OCCUPANCY - PUBLIC HOUSING

Users Currently in PHA: PHA OCCUPANCY - PUBLIC HOUSING

1 2 3 4 5 6 7 8 9 10 Next Group

1 - 50 of 7725 Users [Last Page](#)

[Remove](#)

Action	User ID	First Name	Last Name	PHA	Current Status
<input type="checkbox"/>	M00331	SSO331	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00331	SSO331	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00333	SSO333	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	OH001 Columbus MHA	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	IL002 Chicago Housing Authority	Approved
<input type="checkbox"/>	M00335	SSO335	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SSO336	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SSO336	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00337	SSO337	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00337	SSO337	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00338	SSO338	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00339	SSO339	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00340	SSO340	EIV	TX004 Fort Worth	Approved

Each record in the list includes some, or all of the following components:

- **Action** – Use this column when you want to apply an action to the associated record. Available action options, vary based on the search criteria, include the following:
- **Checkbox** – The appearance of a checkbox in the Action column indicates that the record can be selected for inclusion in another action. It works in combination with another command on the page, e.g., Add, Continue, Next, etc.

Click the checkbox to select it. A check mark in the checkbox indicates it is selected. For example, click the checkbox and then click the Add button to add the selected user to the role.

- **Update** () – The appearance of the magnifying glass tool in the Action column indicates that you can update user role information.
- **Update Developments** () – The Pencil tool will appear only for the PHA Occupancy - Public Housing Role, as each Public Housing has a set of developments. The appearance of this tool indicates that you can update the user developments information.
- **User Id** – Identifies the user's identification number as provided by the WASS system.



- **First Name** – Provides the user's name as it appears in the WASS system.
- **Last Name** – Provides the user's name as it appears in the WASS system.
- **Code/Division** – Identifies the Division/ PHA code to which the user is assigned.
- **Current Status** – Displays the status of the user, as in Approved/Denied/Pending/Certified etc.

Click the Action checkbox adjacent to the user you wish to include in the role. A checkmark in the checkbox indicates that it is selected. You can add one, several, or all of the available users at the same time. When you have made your selections, click **Add** or **Request** (if you are a PHA-level user administrator) to submit your request. The system processes your request and responds as follows:

If you are adding these users to any role through **By Roles** (except PHA Occupancy – Public Housing), a message confirms the number of users added to the role, and you are returned to the **Security Levels List** page as shown below.

The screenshot displays the EIV system interface. The top navigation bar includes links for HUD Home, PIH Home, EIV Home, Search, and Email. The left sidebar contains a menu with options like 'Back to Secure Systems', 'User Administration', 'By Roles', 'By Users', 'PHA Access Requests', 'Administer HUB Users', 'User Maintenance', 'User Certification', 'User Certification Report', 'User Role History Report', 'By User', 'By User Administrator', and 'User Manual'. The main content area is titled 'Enterprise Income Verification' and shows 'User Administration - By Roles'. Below this, it displays 'Security Levels List' and a message: '2 users successfully added to HUB:Hub Occupancy Specialist'. A table titled 'Security Level: HQ - HUD Headquarters' lists various roles and the number of users associated with each.

Actions	Role	Users
	DCG	2
	HQ Field Operations	11
	HQ OIG	89
	HQ Occupancy	27
	HQ Security Admin	17
	HQ Senior Mgt	4

If you are adding these users to any role through **By Users** (except PHA Occupancy – Public Housing), the **User Profile Details** page is displayed as shown below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration - By Roles/By Users

**User Profile Details**

Selected User	
User ID:	M00331
User Name:	SS0331 LAST - EIV
Office Code:	TX004
Participant Code:	TX004

List of Roles		
Action	Role	Status
<input checked="" type="checkbox"/>	PHA Occupancy - Public Housing	Approved
<input checked="" type="checkbox"/>	PHA Occupancy - Voucher	Approved
<input type="checkbox"/>	PHA Security Administrator	
<input checked="" type="checkbox"/>	PHA User Admin	Approved

Update Revoke All

<< Back

Use the **User Profile Details** page make changes to the user's profile.

- Select the Action checkbox for the role or roles to be added to this user's profile or
- Deselect the Action checkboxes for a role or roles to be **removed** from this user's profile.
- Click **Update**.

The system restores the page, displaying a message indicating the change was successfully implemented.

### 3.3.1.2 Assign Development(s) to a User Profile

At the PHA security level, you can control access to tenant data at the role level. Limit the users access to income data by designating the development(s) that can be accessed. Because PHA Occupancy – Public Housing is a role, the best route to assign development(s) is by using the By Roles option. The PHA level has four possible roles: PHA Occupancy– Public Housing, PHA Occupancy – Voucher, and Security Administration. Developments may only be assigned to PHA Occupancy – Public Housing.

If you are adding a user(s) to the PHA Occupancy – Public Housing role through **By Roles or By Users**, the Assign Developments to User page is displayed as shown below. This has been created to facilitate the assignment of individual or groups of housing developments to staff members of large PHA'S where it is not possible for one

staff member to cover them all. **Select All** and **Deselect** buttons are available in the User Administration-By Roles or By Users Assign Developments option, which is shown in the Assign Developments screen as shown below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration - By Roles/By Users

Assign Developments to User

User Roles have been updated for user(s) - M00331.

<< Back

Selected User Information		
Userid	Name	Code
M00331	SS0331 LAST - EIV TX004	

Select All Deselect All Assign

List of Developments	
Action	Developments
<input type="checkbox"/>	TX004001 RIPLEY ARNOLD APARTMENTS
<input type="checkbox"/>	TX004002 BUTLER PLACE APARTMENTS
<input type="checkbox"/>	TX004003 CAVILE PLACE APARTMENTS
<input type="checkbox"/>	TX004004A RIPLEY ARNOLD ADDITION APARTMENTS
<input type="checkbox"/>	TX004004B BUTLER ADDITION APARTMENTS

Done Local Intranet

**Select All Deselect All Assign buttons**

Check the development to be assigned to the user and click the **Assign** button. Once the button is clicked, a message confirms the number of users added to the role, and you are returned to the **Security Levels List** page as shown below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration - By Roles

Security Levels List

2 users successfully added to HUB:Hub Occupancy Specialist

Security Level: HQ - HUD Headquarters		
Actions	Role	Users
	DCG	2
	HQ Field Operations	11
	HQ OIG	89
	HQ Occupancy	27
	HQ Security Admin	17
	HQ Senior Mgt	4

If you are adding these users to any role through **By Roles** (except PHA Occupancy – Public Housing), a message confirms the number of users added to the role, and you are returned to the **Security Levels List** page as shown below.

To assign a development to an individual PHA user through **By User**, complete the following steps:

Click the **Update User Roles** tool (🔧) adjacent to the PHA user to whom you wish to assign a development.

The **User Profile Details** page as shown below is displayed.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration - By Roles/By Users

**User Profile Details**

Selected User	
User ID:	M00335
User Name:	SS0335 LAST - EIV
Office Code:	TX004
Participant Code:	TX004

List of Roles		
Action	Role	Status
<input checked="" type="checkbox"/> 🔧	PHA Occupancy - Public Housing	Approved
<input checked="" type="checkbox"/>	PHA Occupancy - Voucher	Approved
<input type="checkbox"/>	PHA Security Administrator	
<input checked="" type="checkbox"/>	PHA User Admin	Approved

Update Revoke All

<< Back

Click on the “View/Update User Developments” icon (🔧) against the **PHA Occupancy – Public Housing** Role for the user.

The **Assign Developments to User** page appears as shown below.

Use this page to control the users access to tenant income data. You can select one, several, or all of the available developments, depending on your requirements. You must select at least one development; otherwise the user will not have access to any tenant income data.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration - By Roles/By Users

Assign Developments to User

<< Back

Selected User Information		
Userid	Name	Code
M00335	SS0335 LAST - EIV	TX004

Select All Deselect All Update

List of Developments	
Action	Developments
<input checked="" type="checkbox"/>	TX004001 RIPLEY ARNOLD APARTMENTS
<input checked="" type="checkbox"/>	TX004002 BUTLER PLACE APARTMENTS
<input type="checkbox"/>	TX004003 CAVILE PLACE APARTMENTS
<input type="checkbox"/>	TX004004A RIPLEY ARNOLD ADDITION APARTMENTS
<input type="checkbox"/>	TX004004B BUTLER ADDITION APARTMENTS
<input type="checkbox"/>	TX004005 HUNTER PLAZA APARTMENTS
<input type="checkbox"/>	TX004006 FAIR OAKS APARTMENTS
<input type="checkbox"/>	TX004007

### 3.3.2 Remove a Role from a User's Profile

Complete the following steps to remove a role from a user's profile:

- Click the By Users link on the left-side navigation panel.
- Perform user search as described in Section 3.2.1
- Choose a user from the Search Result
- Click the View/Remove Users icon (🔍) on the selected user and the user profile is displayed.
- To remove a role, uncheck the role and then click update. If you want to remove all roles, click Revoke All.

### 3.3.3 User Administration – Group of Users

Many of the user administration features available for individual users are also available for groups of multiple users, including the following:

- Search for a Group of Users
- Modify Roles Assigned to a Group of Users

#### 3.3.3.1 Search for a Group of Users

It is important to understand that in order to administer a set of users as a group, they must all be at the same security level. This section describes the process of conducting a search to return a list of users.

To search for and select a group of users in order to add a role or roles, remove a role or roles, or revoke system privileges, complete the following steps:

Click [By Users](#) in the left-side navigation panel.

The **Search Users by Region** page appears as described in 3.2.1.2.

### 3.3.3.2 Modify Roles Assigned to a Group of Users

Use the **Search Users by Region** page to help you locate the user you want to add to the selected role. The page offers you several ways to do that, construct a search query, or view an alphabetized list of users. Your search will be limited to those users your role allows you to view. If you need assistance constructing a search query, refer to Section 3.2.1.

Once you have defined your search criteria, click **Search Users**.

The results display on the **Search Results – Users by Region** page as described in Section 3.2.2.

Use the **Search Results – Users by Region** page to help you carry out your user administration activities, at a group level. The **User List** table can be sorted on User ID, Name, and Code/Division.

Click the Action checkbox for one or more users to whom you want to assign the same role or roles.

If you want to assign the same role or roles to all users in the search results, click **Select All**. If you have selected some or all users in the list and want to deselect all selections, click **Deselect All** and make your selections again. Once your selections are made, click **Next >>**.

The **User Profile Details** page appears, identifying the selected users.


Confirm the **List of Selected Users**. If you made an error in selection, click **<<Back** to return to the previous page and correct your selections.

Continue to the next section to add or remove roles for the selected group, or revoke all system rights for the selected group.

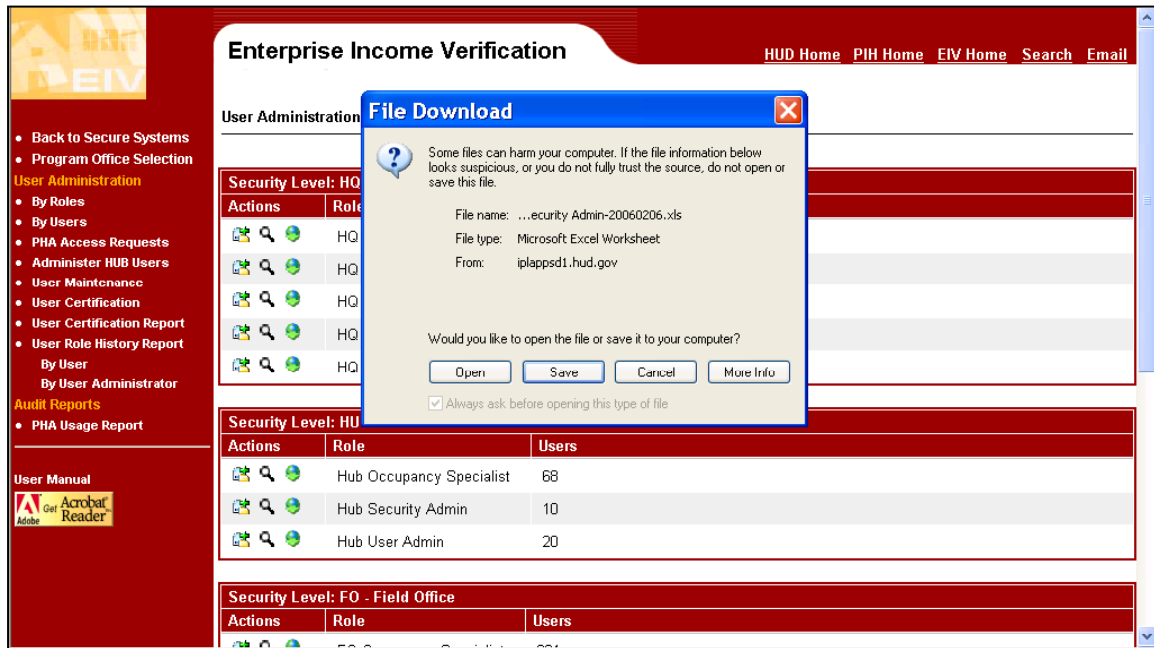
### 3.3.4 Download Excel Report

User Administrators have the ability to download a Microsoft Excel report that gives statistics related to the number of Users having a selected Security Level role. This is available through the [Download Excel Report](#) feature.

To download the report, follow these steps:

- Click [By Roles](#) in the left-side navigation panel available to Public Housing program users
- Click the [Download Excel Report](#) icon () appearing adjacent to the role record for which you wish to generate the Microsoft Excel Report.

The system opens a **File Download** dialog box with **Open** and **Save** buttons. You can either click the **Open** or **Save** button.



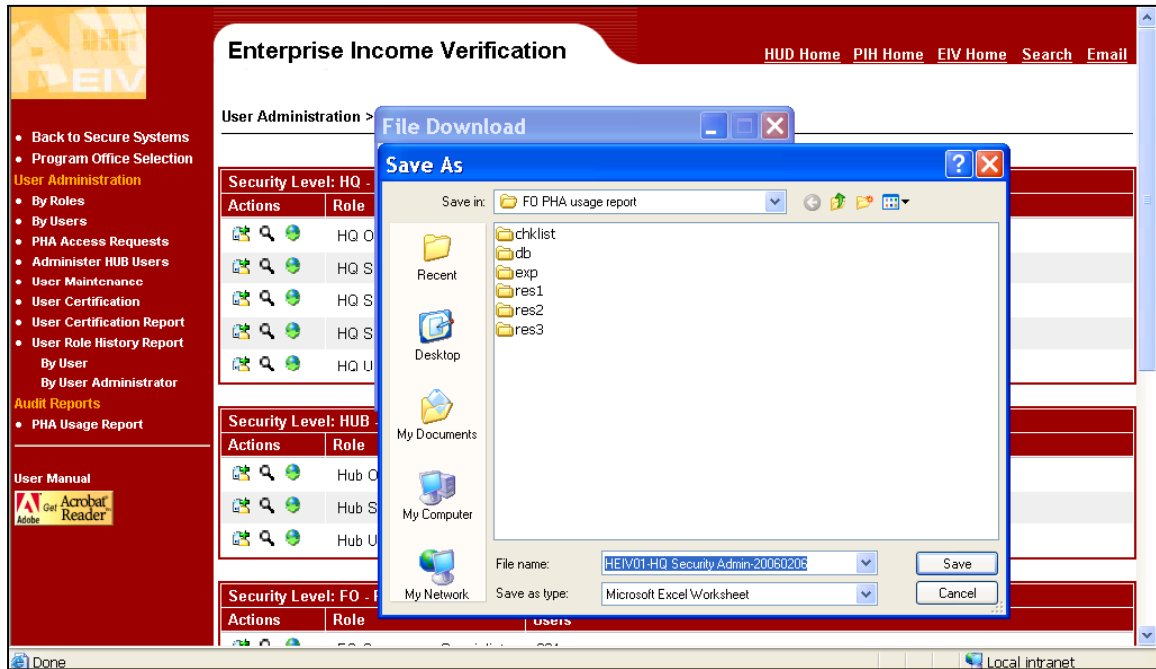
The user can choose to directly open the report or save it.

If the **Open** button is clicked, the Microsoft Excel is invoked, the Microsoft Excel spreadsheet with the list of users are displayed as shown below.

The screenshot shows a Microsoft Excel spreadsheet titled 'HIV01-HQ Field Operations: 20050922[1]'. The spreadsheet displays a list of users with columns for User Id, First Name, Last Name, Code, and Active Status.

User Id	First Name	Last Name	Code	Active Status
H11111	Joseph	Smith	PCI Inform	Approved
H22222	Olivia	Doe	PCI Inform	Approved
H33333	John	Doe	PCI Inform	Approved
H44444	Maria	Doe	PCI Inform	Certified
H55555	May	Smith	PCI Inform	Approved

If the **Save** button is clicked, a **Save As** dialog box that would allow you to enter the filename and save the spreadsheet in your local drive.





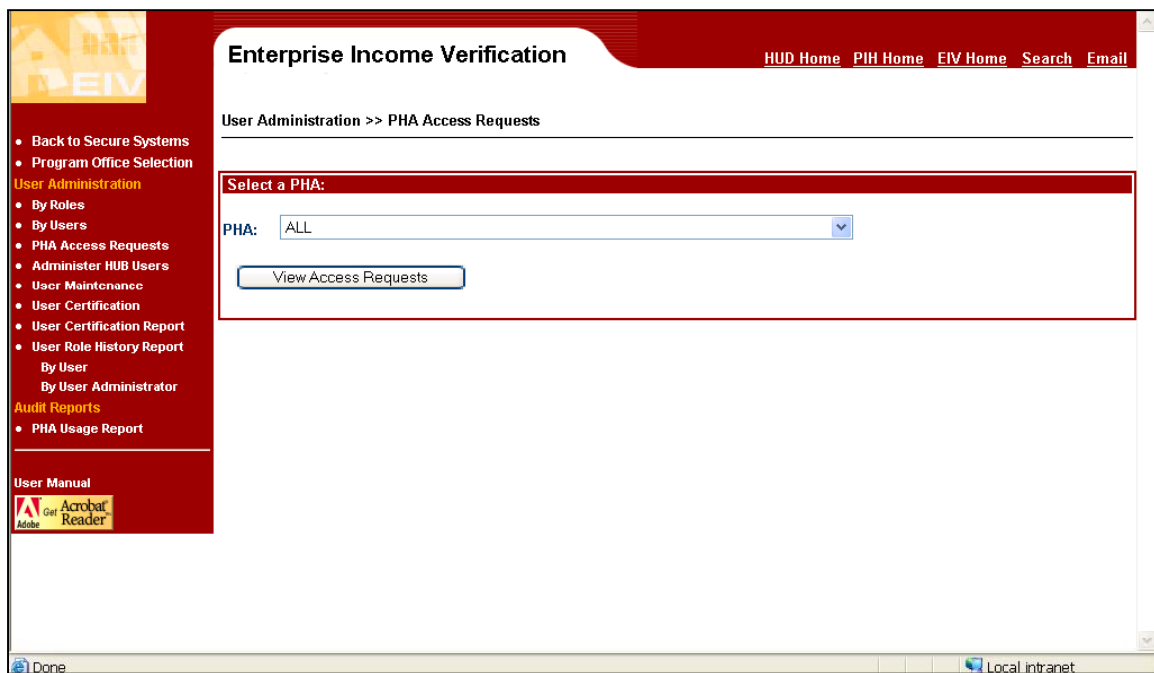
### 3.4 Administer PHA Access Requests

User Administrators above the PHA level (i.e., HQ, HUB, FO) have the ability to approve the requests for user role assignments submitted by PHA User Administrators through the [PHA Access Requests](#) feature.

To administer PHA access request, follow these steps:

- Click the [PHA Access Requests](#) link in the left-hand navigation panel

The system displays the PHA Selection page as shown below. The user can choose to view access requests for All PHA's (default selection) or for a single PHA.



The system displays the **PHA User Request List** page as shown below for the PHA selected, or for All PHA's.

**Pagination**

**Enterprise Income Verification**

[HUD Home](#)
[PIH Home](#)
[EIV Home](#)
[Search](#)

User Administration >> [PHA Access Requests](#) >> PHA User Request List

The following Users are currently waiting for approval in the EIV System:

PHA All PHA's    Number of Requests 237

1   2   3   4   5  
 1 - 50 of 237 Users

Actions	Role	User ID	First Name	Last Name	Participant Code	Request Id	Re Da
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Occupancy - Public Housing	User1	User1 First	User1 Last	MO001	MP5336	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Security Administrator	User2	User2 First	User2 Last	OH004	MA5235	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Security Administrator	User3	User3 First	User3 Last	OH004	MA5235	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Security Administrator	User4	User4 First	User4 Last	IL009	MQ7781	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Security Administrator	User5	User5 First	User5 Last	NY005	ME6377	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Security Administrator	User6	User6 First	User6 Last	MO188	MC8887	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Occupancy - Voucher	User7	User7 First	User7 Last	NY903	MQ3115	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Occupancy - Voucher	User8	User8 First	User8 Last	NY903	MQ3115	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Occupancy - Voucher	User9	User9 First	User9 Last	SC003	ML8491	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Security Administrator	User10	User10 First	User10 Last	NJ042	M92848	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Security Administrator	User11	User11 First	User11 Last	OH028	MF8309	200
*A <input type="radio"/> **D <input type="radio"/> ***N <input checked="" type="radio"/>	PHA Occupancy - Voucher	User11	User11 First	User11 Last	PA013	M75253	200

The request list is displayed in groups of 50. If the search retrieves more than 50 users, the search results are divided into group of 10 pages with each page containing 50 users. The links to the 10 pages, 'Next group' and 'Last page' are provided on this page to navigate to different pages to next group of 10 pages or the last page.

- Select **\*A (for Approve)**, **\*\*D (for Deny)** or **\*\*\*N (for No action)** in the Actions column for each of the requests in the table. Default of **\*\*\*N** is selected for all users when the page is displayed.
- Click **Update**.

The system displays the **PHA User Request List Results** page showing a summary of the requests that were approved and the requests that were denied.

The screenshot shows the Enterprise Income Verification (EIV) system interface. The left sidebar contains a navigation menu with options like 'Back to Secure Systems', 'Program Office Selection', 'User Administration', 'By Roles', 'By Users', 'PHA Access Requests', 'Administer HUD Users', 'User Maintenance', 'User Certification', 'User Certification Report', 'User Role History Report', 'By User', 'By User Administrator', 'Audit Reports', 'PHA Usage Report', and 'User Manual'. The main content area is titled 'Enterprise Income Verification' and shows the breadcrumb 'User Administration >> PHA Access Requests >> PHA User Request List'. It displays two tables: one for approved users (User ID M00332, Subgroup PHA Occupancy - Public Housing) and one for denied users (User ID M00340, Subgroup PHA Occupancy - Voucher). Below the tables, there is a button labeled 'Access Request'.

The following user(s) have been approved	
User ID	Subgroup
M00332	PHA Occupancy - Public Housing

The following user(s) have been denied	
User ID	Subgroup
M00340	PHA Occupancy - Voucher

You can further process PHA Access request by clicking Access Request.

[Access Request](#)

To access requests that have not been processed (approved or denied) on the previous **PHA User Request List** page:

- Click **Access Request**.

The system re-displays the **PHA User Request List** page.

### 3.5 Administer HUB Users

EIV uses organizational information from PIC. However, EIV allows users to be assigned to the HUB level whereas PIC does not. That necessitates a special process to administer EIV HUD users.

This functionality is only available to HQ Users.

To administer HUB users, follow these steps:

- Click the link [Administer HUB Users](#) in the left-hand navigation panel for Public Housing program users

The system displays the **HUB List** page as shown below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration >> Administer HUB Users

The following HUBS are currently in the EIV System:

HUB List			
Actions	HUB Number	HUB Name	User Count
	1000	1HBOS Boston Hub	27
	11000	4HJAC Jacksonville Hub	21
	15000	5HCHI Chicago Hub	1
	16000	5HCLV Cleveland Hub	28
	18000	5HDET Detroit Hub	23
	2000	2HNYC New York City Hub	1
	20000	6HFTW Fort Worth Hub	10
	26000	9HLSA Los Angeles Hub	2
	29000	4HMEM Memphis Hub	4
	3000	2HBUF Buffalo Hub	2
	4000	2HNWK Newark Hub	4
	5000	3HBLT Baltimore Hub	31

The **HUB List** contains HUB Number, HUB Name, and User Count, which refer to the number of users assigned to the HUB.

The Action column includes the following tools:

	<b>Add Users to HUB icon:</b> Used to add users to HUB security level
	<b>List/Remove Users from HUB tool:</b> Used to remove users from the HUB security level

To add a user to a HUB follow these steps:

- Click the **Add Users to HUB** tool next to the HUB to which you want to add a user.

The system displays the **HUB Users List** page with the list of available users to be added to the selected HUB. An example follows:

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search

User Administration >> Administer HUB Users >> HUB User List

The following Users can be added to HUB: 4HJAC Jacksonville Hub:

HUB User List				
Action	Organization Name	User ID	User First Name	User Last Name
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User1	User1 First	User1 Last
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User2	User2 First	User2 Last
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User3	User3 First	User3 Last
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User4	User4 First	User4 Last
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User5	User5 First	User5 Last
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User6	User6 First	User6 Last

The **User List** table includes a record for each user in the selected HUB. The record detail includes the HUB's Organizational Name, User ID, and User Name.

- Click the checkbox for one or more user/HUB Organization combinations you want to assign and then click **Add**.

The **HUB List** page displays a confirmation message indicating that the users were successfully added to the HUB. The HUB User Count is updated to reflect the additions.



To remove a user from a HUB, follow these steps:

- Click the link Administer HUB Users in the left-hand navigation panel.

The system displays the **HUB List** page.

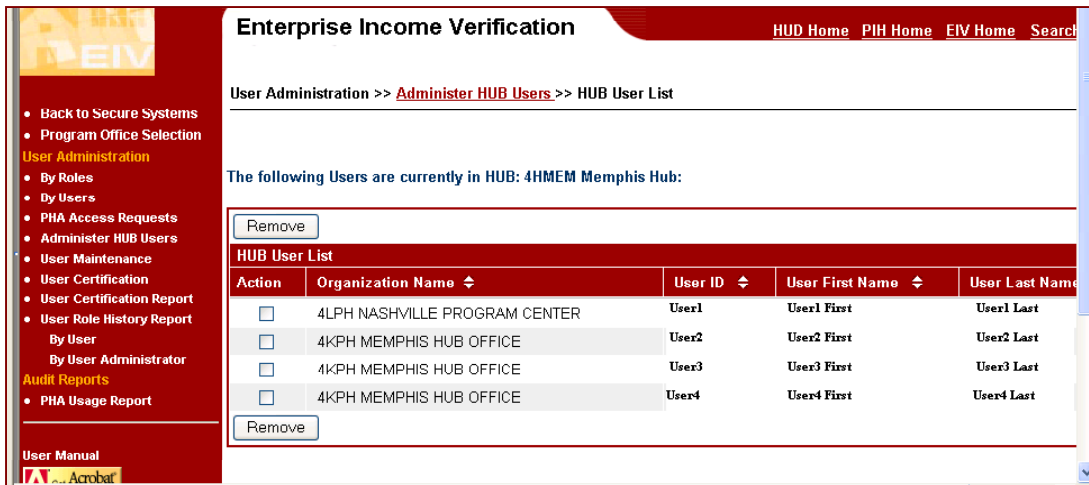
The **HUB List** table includes a record for each HUB. Records appear in ascending order according to their HUB Number value. Each record contains the HUB Number, HUB Name, and User Count (refers to the number of users assigned to the HUB).

The Action column includes the following tools:

Icon	Description
	<b>Add Users to HUB icon:</b> Used to add users to HUB security level
	<b>List/Remove Users from HUB icon:</b> Used to remove users from HUB security level

- Click the **List/Remove Users from HUB** tool ()

The system displays the **HUB Users** page; an example follows:



Enterprise Income Verification HUD Home PIH Home EIV Home Search

User Administration >> Administer HUB Users >> HUB User List

The following Users are currently in HUB: 4HMEM Memphis Hub:

Remove

Action	Organization Name	User ID	User First Name	User Last Name
<input type="checkbox"/>	4LPH NASHVILLE PROGRAM CENTER	User1	User1 First	User1 Last
<input type="checkbox"/>	4KPH MEMPHIS HUB OFFICE	User2	User2 First	User2 Last
<input type="checkbox"/>	4KPH MEMPHIS HUB OFFICE	User3	User3 First	User3 Last
<input type="checkbox"/>	4KPH MEMPHIS HUB OFFICE	User4	User4 First	User4 Last

Remove

- Click the checkbox that corresponds to each user you want to remove from the HUB
- Click **Remove**

The **HUB List** page displays a confirmation message indicating that the users were successfully removed from the HUB. The HUB User Count is updated to reflect the change.

### 3.6 User Maintenance

User Administrators can update the **Expiration date** of EIV Public Housing program users through the User Maintenance feature. The default value is 30 days after the start of the quarter. The first covered quarter began on January 1, 2006.

To certify users, follow these steps:

- Click the User Maintenance link in the left-hand navigation panel available for Public Housing program users.
- The system displays the **User Administration - User Maintenance** page as shown below with the **Search User by User ID** section.

- Please enter the User ID and click the **Get User Information** button

The **User Details** page is displayed with a textbox to update the **Expiration Date**

- Enter a valid date in the **Expiration Date in the format (mm/dd/yyyy)**: textbox. The date should be within the current quarter plus 1 month. (e.g., If today's date is 10/15/2005, the Expiration date cannot be a date after 01/31/2006 since 12/31/2005 is the current quarter end date)
- Click the **Update** button.

The system updates the User Expiration Date and refreshes the User Details page with the message **User Expiration Successfully updated** on the top.

The screenshot displays the 'Enterprise Income Verification' web application. The top navigation bar includes links for 'HUD Home', 'PIH Home', 'EIV Home', 'Search', and 'Email'. The left sidebar contains a menu with options like 'Back to Secure Systems', 'Program Office Selection', 'User Administration', 'By Roles', 'By Users', 'PHA Access Requests', 'Administer HUB Users', 'User Maintenance', 'User Certification', 'User Certification Report', 'User Role History Report', 'By User', 'By User Administrator', 'Audit Reports', 'PHA Usage Report', and 'User Manual'. The main content area shows the 'User Administration >> User Maintenance >> User Details' path. A red-bordered box contains the form titled 'Enter a valid Expiration Date and click Update:'. The form fields are: 'User ID' (M00341), 'First Name' (SS0341), 'Last Name' (LAST - EIV), 'Code' (FL001, IL002, NY005, NY110, OH001, PA011, TX004), and 'Expiration Date in the format (mm/dd/yyyy)' (04/15/2006). An 'Update' button is located at the bottom right of the form. The bottom status bar shows 'Done' and 'Local intranet'.

Enter a valid Expiration Date and click Update:	
User ID	M00341
First Name	SS0341
Last Name	LAST - EIV
Code	FL001, IL002, NY005, NY110, OH001, PA011, TX004
Expiration Date in the format (mm/dd/yyyy) :	<input type="text" value="04/15/2006"/>
<input type="button" value="Update"/>	



### 3.7 User Certification

User Administrators can certify EIV users following these certification rules:

- User Administrators cannot self-certify themselves except for HQ User Administrator. HQ User Administrators are asked to certify each other.
- HQ User Administrator can certify any users only below its organizational level (e.g., HQ UA can certify HUB, FO and PHA)
- Non-HQ User Administrator can only certify any User Administrator at or below its organizational level (e.g., HUB UA's can only certify HUB UA's, FO UA's and PHA UA's)

To certify users, follow these steps:

- Click the [User Certification](#) link in the left-hand navigation panel available for Public Housing program users

The system displays the **User Certification Selection** page as shown below. The User Administrator can select users pending certification from the respective security level only.

#### HQ User page

The screenshot shows the 'Enterprise Income Verification' web application. The left-hand navigation panel includes links for 'Back to Secure Systems', 'Program Office Selection', 'User Administration', 'By Roles', 'By Users', 'PHA Access Requests', 'Administer HUB Users', 'User Maintenance', 'User Certification', 'User Certification Report', 'User Role History Report', 'By User', 'By User Administrator', 'Audit Reports', 'PHA Usage Report', and 'User Manual'. The main content area is titled 'User Administration >> User Certification Selection'. It features a 'Select Region and Certification Criteria' section with radio buttons for 'HUD HQ' (selected), 'HUB', 'FO', 'TARC', and 'PHA'. Each radio button is followed by a dropdown menu set to 'All'. Below this is a 'Select Certification Status' dropdown also set to 'All'. A 'List Users' button is located at the bottom of the selection area. A note states: 'Note: User Administrator certifies that the following documents are on file for each user being certified.' followed by a list: 'Access Authorization Form', 'User Agreement', and 'Rules of Behaviour'. The top right of the page has links for 'HUD Home', 'PIH Home', 'EIV Home', 'Search', and 'Email'. The bottom status bar shows 'Done' and 'Local intranet'.

#### HUB User page

This screenshot shows the same 'Enterprise Income Verification' web application, but from the perspective of a HUB User. The left-hand navigation panel is identical to the HQ User page. The main content area is titled 'User Administration >> User Certification Selection'. In the 'Select Region and Certification Criteria' section, the 'HUB' radio button is selected, and the dropdown menus for 'HUB', 'FO', and 'PHA' are visible. The 'HUD HQ' radio button is unselected. The 'Select Certification Status' dropdown is still set to 'All'. The 'List Users' button is present. The note and list of documents to be certified are the same as in the HQ User page. The top right navigation links and the bottom status bar are also consistent with the previous screenshot.

## FO User page

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Selection

**Select Region and Certification Criteria:**

☒ FO All

☐ PHA All

Select Certification Status: All

List Users

Note: User Administrator certifies that the following documents are on file for each user being certified.

- Access Authorization Form
- User Agreement
- Rules of Behaviour

## PHA User page

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Selection

**Select Region and Certification Criteria:**

☒ PHA Select a PHA

Select Certification Status: All

List Users

Note: User Administrator certifies that the following documents are on file for each user being certified.

- Access Authorization Form
- User Agreement
- Rules of Behaviour

Select **All** from the **Select Certification Status** dropdown and click the **List Users** button

The system displays the **User Administration - User Certification** page as shown below, with the **List of Users and their Roles** section, with the User Name, User ID, Last Certification Date and Certify User (button) or Certified User (status).

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration >> [User Certification Selection](#) >> User Certification

Field Office: 2APH NEW YORK CITY HUB OFFICE Number of Users: 24 Certification Status: All

1 - 24 of 24 Users

**List of Users and their Roles**

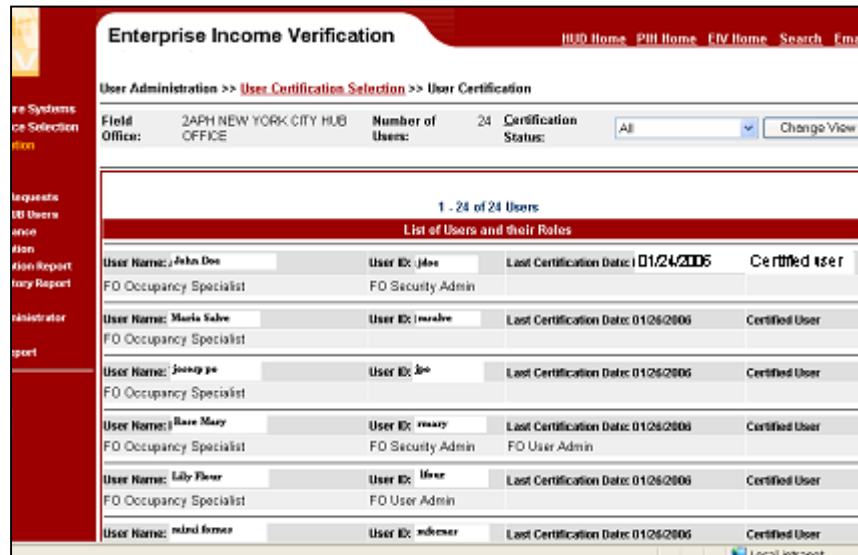
User Name: John Doe	User ID: jdoe	Last Certification Date: N/A	<input type="button" value="Certify User"/>
FO Occupancy Specialist	FO Security Admin		
User Name: Maria Salve	User ID: msalve	Last Certification Date: 01/26/2006	Certified User
FO Occupancy Specialist			
User Name: Joseph Po	User ID: jpo	Last Certification Date: 01/26/2006	Certified User
FO Occupancy Specialist			
User Name: Rose Mary	User ID: rmary	Last Certification Date: 01/26/2006	Certified User
FO Occupancy Specialist	FO Security Admin	FO User Admin	
User Name: Lily Flour	User ID: lfour	Last Certification Date: 01/26/2006	Certified User
FO Occupancy Specialist	FO User Admin		
User Name: Mimi Fornes	User ID: mfornes	Last Certification Date: 01/26/2006	Certified User

Local intranet

The request list is displayed in groups of 50. If the search retrieves more than 50 users, the search results are divided into group of 10 pages with each page containing 50 users. The links to the 10 pages, 'Next group' and 'Last page' are provided on this page to navigate to different pages to next group of 10 pages or the last page.

For users pending certification, a **Certify User** button is displayed. Select a user and click on the **Certify User** button against the selected user (e.g., User ID: H07145) to **Certify** the User.

The system refreshes the **User Administration - User Certification** page as shown below, with the List of Users and their Roles section. The selected user now shows as a Certified User.



Enterprise Income Verification HUD Home PHH Home EIV Home Search Ema

User Administration >> User Certification Selection >> User Certification

Field Office: 2APH NEW YORK CITY HUB Number of Users: 24 Certification Status: All Change View

1 - 24 of 24 Users

List of Users and their Roles

User Name	User ID	Last Certification Date	Certification Status
User Name: John Doe FO Occupancy Specialist	User ID: jdoe FO Security Admin	Last Certification Date: 01/24/2005	Certified User
User Name: Maria Salvo FO Occupancy Specialist	User ID: msalvo FO Security Admin	Last Certification Date: 01/26/2006	Certified User
User Name: Joseph Pa FO Occupancy Specialist	User ID: jpa FO Security Admin	Last Certification Date: 01/26/2006	Certified User
User Name: Rose Mary FO Occupancy Specialist	User ID: rmary FO Security Admin	Last Certification Date: 01/26/2006	Certified User
User Name: Lily Flores FO Occupancy Specialist	User ID: lflores FO User Admin	Last Certification Date: 01/26/2006	Certified User
User Name: Roland Romen FO Occupancy Specialist	User ID: rromen FO Security Admin	Last Certification Date: 01/26/2006	Certified User

### 3.8 User Certification Report

User Administrators can view a list of **Certified Users** and **Users Pending Certification** using the User Certification Report. The user can view Users at their Security Level and lower. E.g. **HUB** Users can view Certified Users and Users Pending Certification from **HUB**, **FO** and **PHA** Security levels but not **HQ** users.

To generate the User Certification Report, follow these steps:

- Click the User Certification Report link in the left-hand navigation panel.

The system displays the **User Certification Report Selection** page as shown below. The user can select Users Pending Certification from the respective Security Level only.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Report Selection

**Select Region and Certification Criteria:**

<input checked="" type="radio"/>	HUD HQ	
<input type="radio"/>	HUB	All
<input type="radio"/>	FO	All
<input type="radio"/>	TARC	All
<input type="radio"/>	PHA	All

Select Certification Status: All

List Users

The User Certification Selection page for a **HUB User** appears as shown below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Report Selection

**Select Region and Certification Criteria:**

<input checked="" type="radio"/>	HUB	All
<input type="radio"/>	FO	All
<input type="radio"/>	PHA	All

Select Certification Status: All

List Users

The User Certification Selection page for a **FO User** appears as shown below.

The screenshot shows the 'Enterprise Income Verification' application. The left sidebar contains a navigation menu with the following items: 'Back to Secure Systems', 'User Administration' (highlighted), 'By Roles', 'By Users', 'PHA Access Requests', 'User Maintenance', 'User Certification', 'User Certification Report', 'User Role History Report', 'By User', and 'By User Administrator'. Below the menu is a 'User Manual' link and an 'Adobe Get Acrobat Reader' icon. The main content area has a red header with the title 'Enterprise Income Verification' and links for 'HUD Home', 'PIH Home', 'EIV Home', 'Search', and 'Email'. Below the header is a breadcrumb trail: 'User Administration >> User Certification Report Selection'. The main form is titled 'Select Region and Certification Criteria:' and contains two radio buttons: 'FO' (selected) and 'PHA'. Each radio button is followed by a dropdown menu currently set to 'All'. Below these is a 'Select Certification Status:' label followed by a dropdown menu set to 'All'. At the bottom of the form is a 'List Users' button.

The User Certification Selection page for **PHA User** appears as shown below.

The screenshot shows the 'Enterprise Income Verification' application. The left sidebar contains a navigation menu with the following items: 'Back to Secure Systems', 'Threshold Report', 'Income Information', 'By Head of Household', 'By Examination Month', 'User Administration' (highlighted), 'By Roles', 'By Users', 'User Maintenance', 'User Certification', 'User Certification Report', 'User Role History Report', 'By User', and 'By User Administrator'. Below the menu is a 'User Manual' link and an 'Adobe Get Acrobat Reader' icon. The main content area has a red header with the title 'Enterprise Income Verification' and links for 'HUD Home', 'PIH Home', 'EIV Home', 'Search', and 'Email'. Below the header is a breadcrumb trail: 'User Administration >> User Certification Report Selection'. The main form is titled 'Select Region and Certification Criteria:' and contains two radio buttons: 'FO' and 'PHA' (selected). The 'PHA' radio button is followed by a dropdown menu set to 'Select a PHA'. Below these is a 'Select Certification Status:' label followed by a dropdown menu set to 'All'. At the bottom of the form is a 'List Users' button.

- Select the security level and a value from the corresponding drop-down list.
- After you make a selection, click the List Users button and the **User Administration - User Certification Report** page as shown below is displayed.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

User Administration >> [User Certification Report Selection](#) >> User Certification Report

Field Office: OEPH PORTLAND PROGRAM CENTER Number of Users: 4

Certification Status:

[Printer-Friendly Version](#)

1 - 4 of 4 Users

List of Users and their Roles			
User Name: Lily Flower	User ID: lflower	Last Certification Date: 01/11/2006	Certified User
FO Occupancy Specialist	FO Security Admin	FO User Admin	
User Name: maria ford	User ID: mford	Last Certification Date: 02/02/2006	Certified User
FO Occupancy Specialist	FO Security Admin	FO User Admin	
User Name: harry chu	User ID: hchu	Last Certification Date: 01/11/2006	Certified User
FO Occupancy Specialist			
User Name: Joseph Joe	User ID: jjoe	Last Certification Date: 01/11/2006	Certified User
FO Occupancy Specialist	FO User Admin		

The request list is displayed in groups of 50. If the search retrieves more than 50 users, the search results are divided into groups of 10 pages with each page containing 50 users. The links to the 10 pages, 'Next group' and 'Last page' are provided on this page to navigate to different pages to next group of 10 pages or the last page.

EIV provides **pagination capability** to this report wherein search results are displayed in groups of 50 households per page. Where there are more than 50 users in the search results, the EIV have links to the other groups of 50 users through page number, which is in set of 10 pages. When the search results is more than 500 users, then navigation to next group of 10 pages, previous group of 10 pages, first page and last page of the search results are also provided to allow the user to access different sets of search results.

A printer-friendly version of the **User Certification Report** can be obtained by clicking the **Printer-friendly version** link on this report.

### 3.9 User Role History Report

The User Role History Report provide two options:


- **By User** – allows viewing of the role assignment history for any user
- **By User Administrator** – allows the viewing of role assignment activities performed by the user administrator.

#### 3.9.1 User Role History Report - By User

To view the User Role History Report – By User, follow these steps:


- Click the [By User](#) link under the [User Role History Report](#) in the left-hand navigation panel available for Public Housing User Administrators and Security Administrators.


The system displays the **User Role History Report** page as shown below.

- Enter the **User ID**. Type in a date or click the **Calendar link**  and enter a date in the **Start Date** and **End Date** textboxes. Click the **Get Report** button



The system displays the **User Role History Report** page with the selected Users' Role History within the specified **Start Date** and **End Date**.



- Back to Secure Systems
- Program Office Selection
- User Administration
  - By Roles
  - By Users
  - PHA Access Requests
  - Administer HUB Users
  - User Maintenance
  - User Certification
  - User Certification Report
  - User Role History Report
- By User
  - By User Administrator
- Audit Reports
  - PHA Usage Report
- User Manual


Enterprise Income Verification

[HUD Home](#)
[PIH Home](#)
[EIV Home](#)
[Search](#)
[Email](#)

User Administration >> User Role History Report


Specify the User ID, Start and End dates to check the Role Assignment history for the User. Specify date in the format (MM/DD/YYYY) or select by clicking on the calendar tool.

\* User ID

HEIV01


\* Start Date

01/30/2006



\* End Date

02/03/2006



Get Report

User ID: HEIV01

User Name: SSOH01 LAST - EIV

Role	Action	Participant Code	Updated By User	Update Date
HQ User Admin	Certified	N/A	HEIV04 SSOH04 LAST - EIV	2006-02-03 10:44:11.683
HQ Security Admin	Revoked	NA	HEIV02 SSOH02 LAST - EIV	2006-02-02 19:24:25.997
HQ Security Admin	Approved	NA	HEIV02 SSOH02 LAST - EIV	2006-02-02 19:24:20.103
HQ User Admin	Approved	NA	HEIV08 SSOH08 LAST - EIV	2006-02-02 13:18:11.217

Confidential Privacy Act Data. Civil and criminal penalties apply to misuse of this data.


**Note:** The Start Date must be within 30 days from the End Date.

### 3.9.2 User Role History Report - By User Administrator

To view the User Role History Report – By User Administrator, follow these steps:


- Click the [By User Administrator](#) link under the [User Role History Report](#) in the left-hand navigation panel available for Public Housing User Administrators and Security Administrators.

The system displays the **User Role History Report** page as shown below.

- Enter the **User ID** of a **User Administrator**. Type in a date or click the **Calendar link** () and enter a date in the **Start Date** and **End Date** textboxes. Click the **Get Report** button

The system displays the **User Administration - User Role History Report** page with the roles update performed by the selected User Administrator within the specified **Start Date** and **End Date**.

**Note:** The **Start Date** must be within 30 days from the **End Date**.



- Back to Secure Systems
- Program Office Selection
- User Administration**
  - By Roles
  - By Users
  - PHA Access Requests
  - Administer HUB Users
  - User Maintenance
  - User Certification
  - User Certification Report
  - User Role History Report
    - By User
    - By User Administrator
- Audit Reports**
  - PHA Usage Report
- User Manual**


**Enterprise Income Verification**


[HUD Home](#)
[PIH Home](#)
[EIV Home](#)
[Search](#)
[Email](#)

**User Administration >> User Admin Role History Report**

Specify the User ID, Start and End dates to check the Role Assignment history by the User. Specify date in the format (MM/DD/YYYY) or select by clicking on the calendar tool.

\* User ID

\* Start Date  

\* End Date  

**User ID:** HEIV09
**User Name:** SSOH09 LAST - EIV

Role	Action	Participant Code	Updated User	Update Date
FO Occupancy Specialist	Certified	N/A	HEIV13 SSOH13 LAST - EIV	2006-02-02 15:30:19.343
FO Security Admin	Certified	N/A	HEIV13 SSOH13 LAST - EIV	2006-02-02 15:30:19.343
FO User Admin	Certified	N/A	HEIV13 SSOH13 LAST - EIV	2006-02-02 15:30:19.327

Confidential Privacy Act Data. Civil and criminal penalties apply to misuse of this data.

### 3.10 PHA Usage Report

The PHA Usage Report provides a list of PHA usage status (Yes, No) indicating that any user from the selected PHA or the selected FO has accessed EIV system within the last 30 days or within the last 60 days of the reporting date. A capability to download the report into Microsoft Excel format is provided if **ALL** option is selected.

To view the PHA Usage Report, complete the following steps:

- Click the [PHA Usage Report](#) link available for Public Housing program User Administrators.

The system displays the **PHA Usage Selection** page as shown below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Audit Reports >> PHA Usage Report Selection

Select Region and click on Generate Report:

☐ FO ALL

☒ PHA ALL

Generate Report

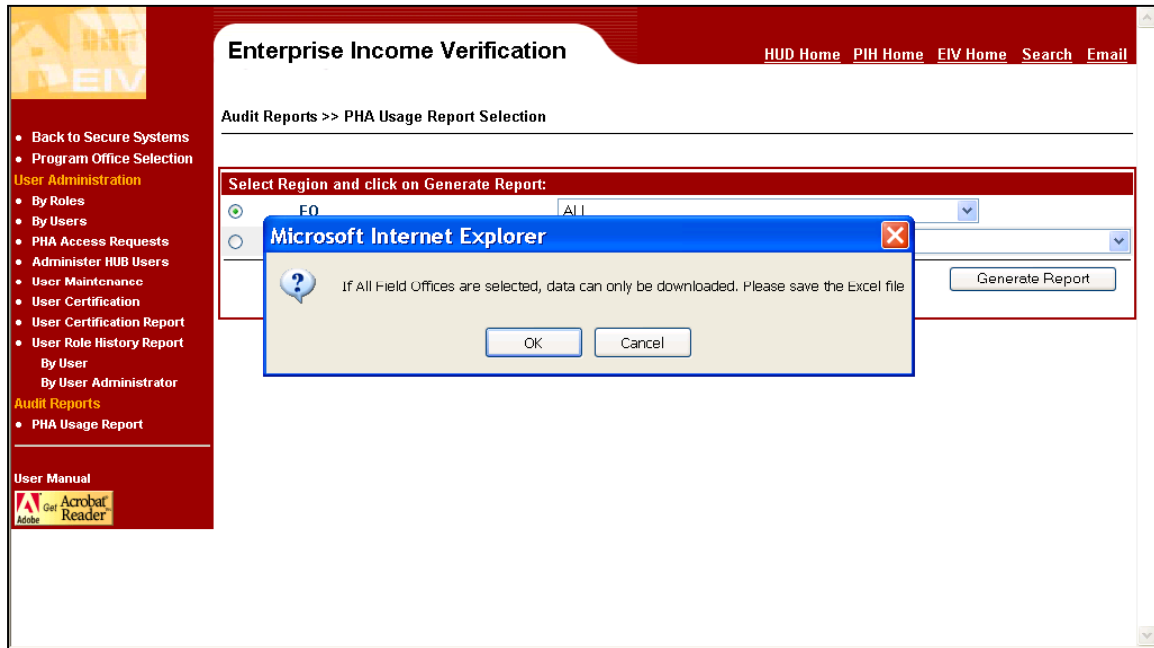
Back to Secure Systems  
Program Office Selection  
User Administration  
• By Roles  
• By Users  
• PHA Access Requests  
• Administer HUB Users  
• User Maintenance  
• User Certification  
• User Certification Report  
• User Role History Report  
By User  
By User Administrator  
Audit Reports  
• PHA Usage Report  
User Manual  
Adobe Acrobat Reader

Two Usage Report options are available:

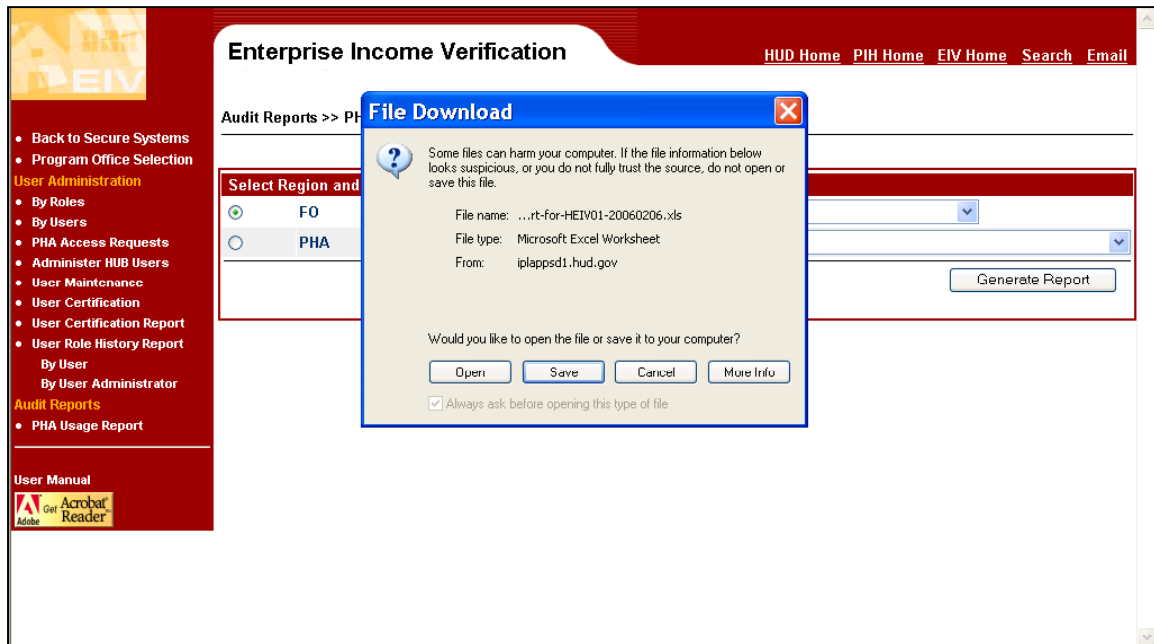
- FO
- PHA

## FO Option

When **ALL** is selected from the drop-down list of field offices, a pop-up message appears as shown below that would allow the user to download the PHA Usage for all field offices within the user jurisdiction into a Microsoft Excel format spreadsheet.



When the OK button is clicked, the system opens a **File Download** dialog box with **Open** and **Save** buttons. You can either click the **Open** or **Save** button.



If the **Open** button is clicked, the program is invoked to produce a spreadsheet in Microsoft Excel format displaying PHA usage data as shown below.

Field Office Name - OAPH SEATTLE HUB OFFICE	Total PHA	Total PHA Accessed	Accessed EIV in Last 180 days
AK001 AHFC	0	0	N
AK901 AHFC - SB	0	0	N
ID001 Twin Falls	3	0	N
ID002 Nampa	0	0	N
ID005 Pocatello	0	0	N
ID010 Buhl	0	0	N
ID011 Jerome	2	0	N
ID012 American Falls	0	0	N
ID013 Boise City	5	13	N
ID016 SICHA	3	4	N
ID020 IHFA	2	1	N
ID021 Ada County	5	13	N
ID901 IHFA - Sec 8	0	2	N
WA001 Seattle	0	0	N
WA002 King Co	0	0	N
WA003 Bremerton	0	0	N
WA004 Clallam Co	11	11	N
WA005 Tacoma	4	12	N
WA006 Everett	0	7	N
WA007 Longview	0	0	N
WA009 Kittitas	0	0	N
WA010 Anacortes	0	0	N
WA011 Renton	0	0	N
WA012 Kennewick	6	8	N
WA014 Grant Co	4	3	N
WA017 Asotin Co	1	1	N
WA018 Grays Harbor	0	0	N
WA019 Kalama	2	2	N
WA020 Kelso	1	1	N
WA001 WADECO	4	4	N

If the **Save** button is clicked, a **Save As** dialog box that would allow you to enter the filename and save the spreadsheet in your local drive.



When a specific field office is selected from the drop-down list of field office, the PHA Usage Report is displayed as shown below.

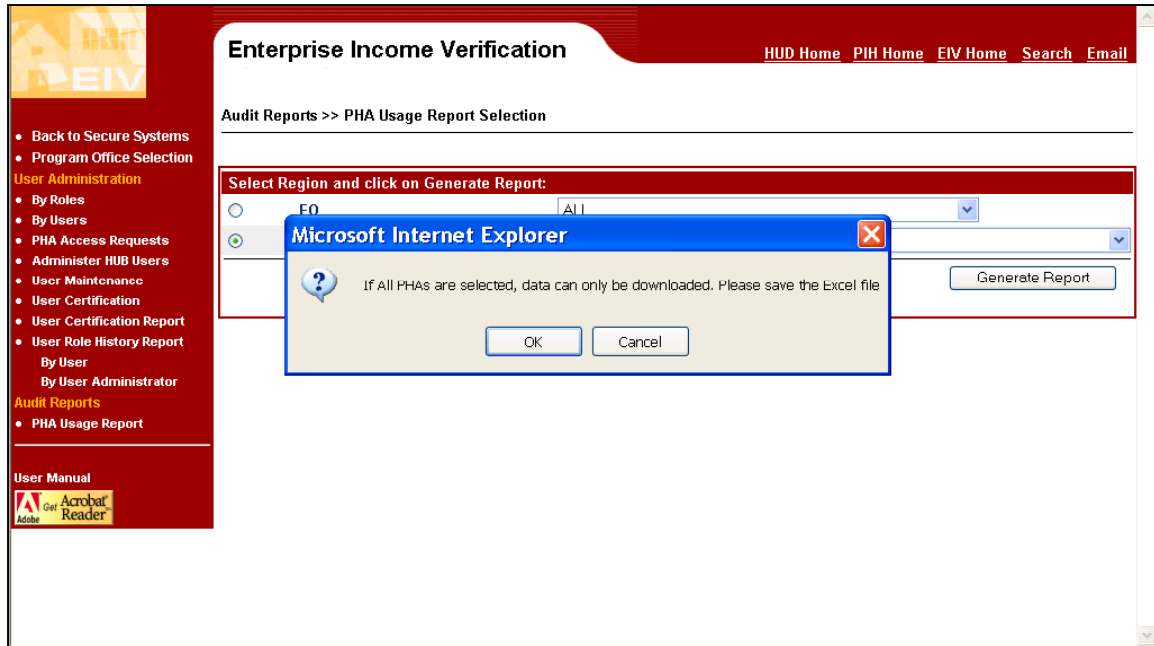
PHA Usage Statistics Header				
Field Office	1FPH MANCHESTER COMMUNITY SERVICE CENTER			
Total PHAs	59			
Total PHAs that accessed EIV in Last 30 days	34 (57.63%)			
Total PHAs that accessed EIV in Last 180 days	45 (76.27%)			

[Download in Excel](#)

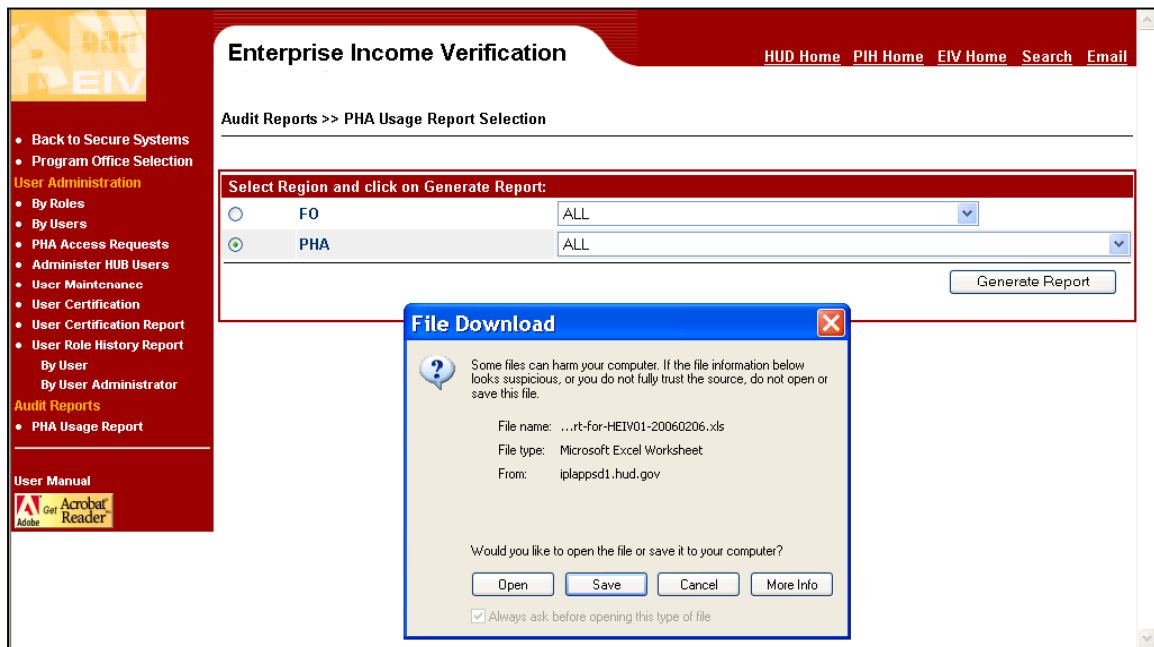
PHA Usage Summary as of 02/06/2006				
PHA	Number of Users		Accessed EIV	
	PHA Occupancy - Public Housing	PHA Occupancy - Voucher	Last 30 days	Last 180 days
ME001 Van Buren Housing Authority	0	0	N	N
ME002 Fort Fairfield Housing Authority	3	3	Y	Y
ME003 Portland Housing Authority	7	7	Y	Y
ME004 Presque Isle Housing Authority	4	4	Y	Y
ME005 Lewiston Housing Authority	1	2	Y	Y
ME006 BRUNSWICK HOUSING AUTHORITY	0	0	Y	Y
ME007 Auburn Housing Authority	4	4	Y	Y
ME008 Waterville Housing Authority	0	0	Y	Y
ME009 Bangor Housing Authority	0	0	Y	Y
ME011 Sanford Housing Authority	2	2	N	N
ME015 Westbrook Housing Authority	3	5	Y	Y

## PHA Option

When **ALL** is selected from the drop-down list of field offices, a pop-up message appears as shown below that would only allow the user to download the PHA Usage for all PHA's within the user jurisdiction into a Microsoft Excel format spreadsheet.



When the OK button is clicked, the system opens a **File Download** dialog box with **Open** and **Save** buttons. You can either click the **Open** or **Save** button.





If the **Open** button is clicked, the Microsoft Excel is invoked, the Microsoft excel spreadsheet with the PHA Usage is displayed as shown below.

Microsoft Excel - PHA\_Usage\_Report-for-HEIV08-20060125[1]

File Edit View Insert Format Tools Data Window Help

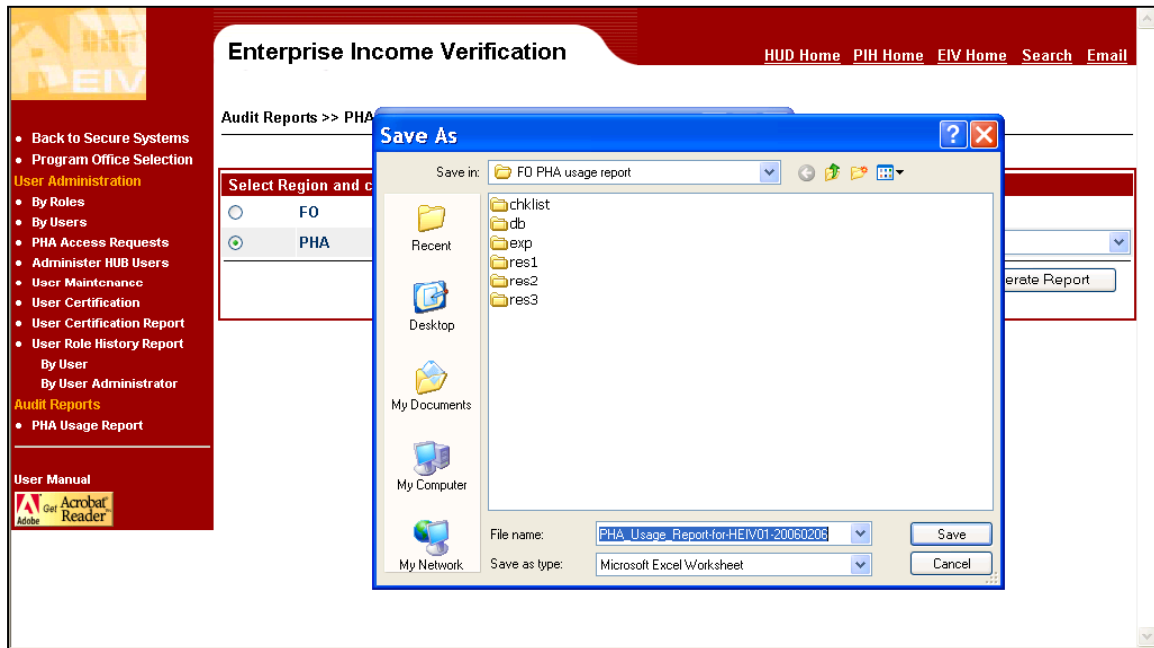
Snagit Window

Field Office Name - 0APH SEATTLE HUB OFFICE	Total PHA	Total PHA Accessed	Accessed EIV in Last 180 days
1 Field Office Name - 0APH SEATTLE HUB OFFICE			
2 Report Generation Date - 01/25/2006			
3 PHA			
4 AK001 AHFC	0	0	N
5 AK901 AHFC - SB	0	0	N
6 ID001 Twin Falls	3	0	N
7 ID002 Nampa	0	0	N
8 ID005 Pocatello	0	0	N
9 ID010 Buhl	0	0	N
10 ID011 Jerome	2	0	N
11 ID012 American Falls	0	0	N
12 ID013 Boise City	5	13	N
13 ID016 SICHA	3	4	N
14 ID020 IHFA	2	1	N
15 ID021 Ada County	5	13	N
16 ID901 IHFA - Sec 8	0	2	N
17 WA001 Seattle	0	0	N
18 WA002 King Co	0	0	N
19 WA003 Bremerton	0	0	N
20 WA004 Clallam Co	11	11	N
21 WA005 Tacoma	4	12	N
22 WA006 Everett	0	7	N
23 WA007 Longview	0	0	N
24 WA009 Kittitas	0	0	N
25 WA010 Anacortes	0	0	N
26 WA011 Renton	0	0	N
27 WA012 Kennewick	6	8	N
28 WA014 Grant Co	4	3	N
29 WA017 Asotin Co	1	1	N
30 WA018 Grays Harbor	0	0	N
31 WA019 Kalama	2	2	N
32 WA020 Kelso	1	1	N
33 WA021 WA020	4	4	N

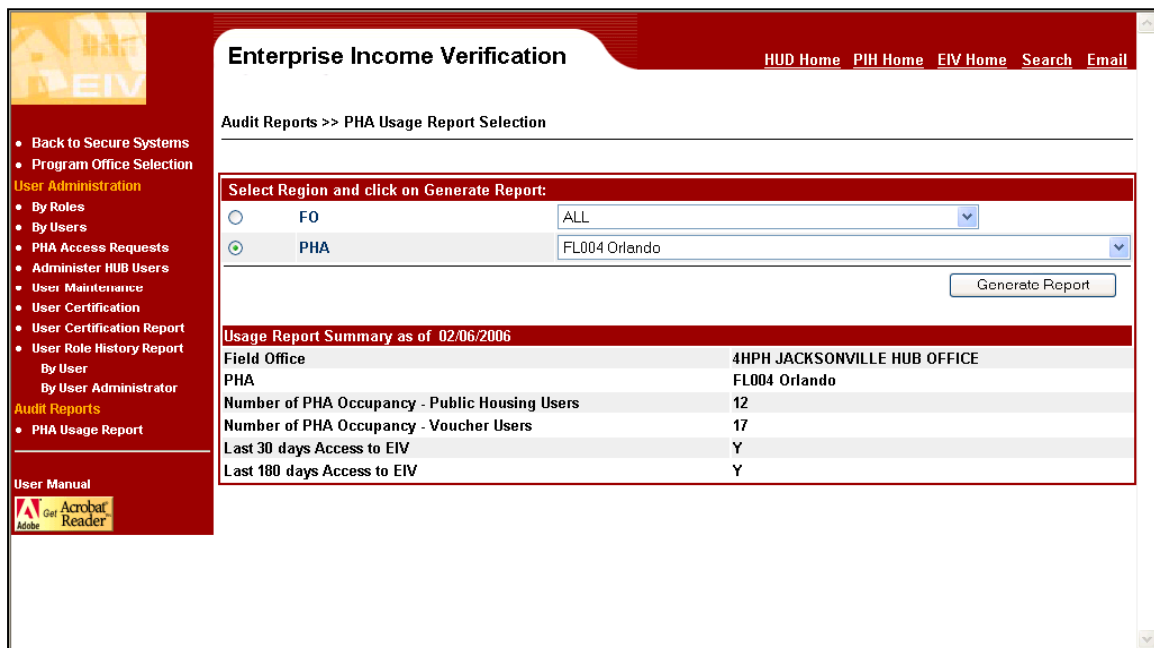
PHA Usage Report /

Ready

If the **Save** button is clicked, a **Save As** dialog box that would allow you to enter the filename and save the spreadsheet in your local drive.



When a specific PHA is selected from the drop-down list of PHA's, the PHA Usage Report is displayed as shown below.



## 4 MF Housing Program User Administration

## 4 MF Housing Program User Administration

This section covers the administration function available for MF Housing program User Administrator.

### 4.1 User Maintenance

Only selected MF Housing program user roles can update the **Expiration date** of EIV MF Housing program users through the User Maintenance feature. They can only perform that function within their jurisdiction. The default user expiration date is 30 days after the start of the quarter.

User Role	User Description	Jurisdiction
HQA	HQ Administrator/Security Officer	Perform the user maintenance for HUD Staff (HQA, HQU), Help Desk (HDK), Housing Coordinators (HSC), Non-HUD Users (HSU) and Housing Coordinators (HCA).
HDK	Helpdesk Personnel	Perform the user maintenance for all the Housing Coordinators (HSC), Non-HUD Users (HSU) and Housing Coordinators (HCA) under their jurisdiction
HSC	Housing Coordinator	Perform the user maintenance function for all the Housing users (HSU role) and Contract administrators (HCA) under their jurisdiction.

To perform the user maintenance, follow these steps:

- Click the User Maintenance link in the left-hand navigation panel available to MF Housing program User Administrators.

The system displays the **User Administration - User Maintenance** page with the **Search User by User ID** section.

The **User Administration - User Maintenance** page as shown below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Maintenance

Query/View users by User ID:

Search user

- Please enter the User ID and click the **Get User Information** button. The **User Details** page is displayed with a textbox to update the **Expiration Date**.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Maintenance >> User Details

Enter a valid Expiration Date and click Update:

User ID	HEIV08
First Name	First - HEIV08
Last Name	Last - EIV
Expiration Date in the format (mm/dd/yyyy) :	<input type="text"/>
	<input type="button" value="Update"/>

- Enter a valid date in the text box for **Expiration Date in the format (mm/dd/yyyy)**. The date should be within the current quarter plus 1 month. (i.e., If today's date is 10/15/2005, the expiration date cannot be a date after 01/31/2006 because 12/31/2005 is the current quarter end date)
- Click the **Update** button.

The system updates the User Expiration Date and refreshes the User Details page with the message **User Expiration Successfully updated** on the top.

## Appendix A – Abbreviations and Acronyms

The following terms, abbreviations, and acronyms may or may not appear in this document. They are provided for reference and clarity.

Acronym	Definition
C&A	Certification and Accreditation
CAN	Claim Account Number
CCB	Change Control Board
CCMB	Configuration Change Management Board
CM	Configuration Management
CMRB	Contract Management Review Board
COTR	Contracting Officer's Technical Representative
DCG	Development Coordination Group
DRP	Disaster Recovery Plan
DTS	Data Transmission Services
EDI	Electronic Data Interchange
EIV	Enterprise Income Verification
FEIN	Federal Employer Identification Number
FIPS	Federal Information Processing Standards
FISCAM	Federal Information System Controls Audit Manual
FISMA	Federal Information Security Management Act
FO	Field Office
FOIA	Freedom of Information Act
Form HUD-50058	Form used to submit resident characteristics and tenant income data to HUD
FOUO	For Official Use Only
FTP	File Transfer Protocol
GTM	Government Technical Monitor
GTR	Government Technical Representative
HHS	U.S. Department of Health and Human Services
HOH	Head of Household
HOUSING	Office of Housing - FHA
HUB	Not an acronym. FO's are classified into two categories -- HUB and Program Center. A HUB can be a stand-alone FO or have another offices or program centers report to it.
HUD	US Department of Housing and Urban Development
ICN	Income Control Number
MF Housing	Multifamily Housing
MOA/U	Memorandum of Agreement / Understanding
MTW	Moving To Work
NDNH	National Directory of New Hires
NIST	National Institute of Standards and Technology
OIG	Office of Inspector General
OMB	Office of Management and Budget
OPC	Office of Procurement & Contracts
PD&R	HUD's Office of Policy, Development and Research
PHA	Public Housing Agencies

Acronym	Definition
PI	Period of Income
PIA	Privacy Act Assessment
PIC	Public & Indian Housing Information Center
PIH	HUD's Office of Public & Indian Housing
POA&M	Plan of Action and Milestones
PVCS	Project Version Control System
PWS	Performance Work Statement
QA	Quality Assurance
QU	Quarterly Update
QW	Quarterly Wage
RHIIP	Rental Housing Integrity Improvement Project
RIM	Rental Integrity Monitoring
SEIN	State Employment Identification Number
SPH	HUD's Security Program Handbook
SPP	Security Program Policy
SS	Social Security
SSA	Social Security Administration
SSAA	System Security Authorization Agreement
SSI	Supplemental Security Income
SSO	Single Sign On (used in WASS)
SSP	System Security Plan
TARC	Troubled Agency Recovery Center
TASS	Tenant Assessment Subsystem
TRACS	Tenant Rental Assistance Certification System
TTP	Total Tenant Payment
V V&T	Verification, Validation, & Test
W-4	New Hires data
WASS	Web Access Security Subsystem